

PARISH ADMINISTRATOR

The successful candidate for the position of Parish Administrator at St. John's Episcopal Church will possess a good-natured demeanor, a creative, collaborative and flexible work style and demonstrate technological proficiency. The individual in this role must possess the ability to safely hold sensitive and confidential information regarding the lives of people in our Parish and community. The Parish Secretary is the first interface with people of all descriptions and levels of need.

Position Summary:

The Parish Administrator reports directly to the Parish Rector and is responsible for assisting in the support of worship, communication, facilities usage, and records maintenance. Specifically, this position is responsible for generating and handling of parish-wide communications for a variety of Committees, etc.; scheduling meetings and events, maintaining the parish/Rector's Google calendar, monitoring the Parish website, parish communication through the direct e-mail service Mail-Chimp, answering phones, ordering office/custodial supplies, and ensuring proper maintenance of office equipment.

The ideal candidate must possess a sincere desire to help a diverse membership of the church. In order to effectively accomplish the church's ministry tasks and goals, the Administrator must positively and professionally represent the church in all aspects of communication with individuals inside and outside of the church's membership. Showing a concerted interest in the overall organization and Worship style of the Episcopal Church, the Administrator will take the initiative to suggest improvements or new ideas.

Position Requirements: (minimum formal education and number of years of directly related experience required)

- (Associates) Degree with minimum of 4 years of office administrative experience or high school diploma with minimum of 6 years experience in an office environment preferred.
- Demonstrated ability to communicate (verbal and written) effectively with clergy, community, visitors and families.
- Must be well organized, self-directed and possess the ability to independently multi-task and to prioritize work.

Computer Skills Required:

Demonstrated experience with Microsoft Office applications necessary (MS Word, Excel for example) and the maintenance of a Google Calendar; Familiar with the use of MailChimp communications; familiarity with MS Publisher and Church Management Software a plus.

Specific responsibilities include:

- **Sunday Worship:** Coordinate, organize and prepare all materials required for Sunday worship, i.e. bulletins and announcements. Maintain schedule for Chalice Bearers, Lectors, and coffee hour hosts.
- **Parish Hall Rental:** Solely responsible for maintaining all records pertinent to the rental of St. John's Parish Hall: schedule, rental agreement, payments, set-up and clean-up. Act as main point of contact for all questions related to guidelines for use of the rental space. Distribute parish hall rental materials as needed when request for rental is made.
- **Parish Record Keeping:** Responsible for the accurate tracking, maintenance and verification of general church information including but not limited to the parish database, pledge entries, membership records, Sacramental records, Vestry records, and the parish prayer list. Ensure there are bi-annual updates generated as requested.

- **Church Ministries:** Communication in support of lay leaders in their execution of church ministries. For example; sending out weekly e-mails to the parish using Mail-Chimp and monthly newsletters, maintaining an Operations Manual of maintenance contracts for Buildings & Grounds, notifying/reminding the Hospitality Committee of parish events, sending out Liturgical schedules, Sunday School notifications, and Marketing/Advertising notices as prepared by Committee Chairs.
- **Church Supplies:** Responsible for monitoring and ordering of general office, kitchen and cleaning supplies. Generate a supply list to be kept in the Operations Manual in order to ensure all items are available as needed.
- **Facilities Management:** Liaise with Rector and Warden for the timely securing of estimates and contracts for landscaping, furnace servicing, snow removal and gutter cleaning. Maintain the list of the sexton's projects, in conjunction with the Rector and the Warden. Ensure Warden is updated as needed regarding condition of facility repairs and status of parish cleanliness after rental events.

Other Relevant Information:

- Expected Compensation for this position is \$17-\$20./hour commensurate with experience.
- Expectation is for 15 to 16 hours/week; typically Monday/Wednesday/Friday, but can be flexible
- Paid time off as follows: 5 days during years 1-3 of continuous employment, 10 days during years continuous 4-7, maximum of 15 days in year 7 and beyond.

St. John's is an Episcopal Church of the Diocese of New York, ministering in Pleasantville since 1853.

Applications being accepted for part-time, Parish Administrator, 15 hours per week; St. John's Episcopal Church, 8 Sunnyside Avenue, Pleasantville, NY 10570. 914-769-0053; experience required; salary commiserate with experience; please send resume to: office@stjohnspleasantville.com. Detailed Job Description on our website: stjohnspleasantville.org.