Christ Episcopal Church Parish Administrator

Reports to: Pastor
Effective: 7/1/2017
Status: 20 hours/week
Pay: Hourly, $14.00
FLSA: Nonexempt

Job Summary

The parish administrator will provide administrative support for the Pastor, as well as maintain administrative functions within the Parish. In addition, the parish administrator will provide effective communication with the internal and external community and maintain the smooth operation of the parish office. All of these functions will help Christ Episcopal Church minister to its members and to the surrounding community.

Essential Administrator Functions

- Provide administrative and clerical assistance to the pastor, church staff and leadership
- Print and maintain parishioner name tags
- Maintain the congregational membership and mailing lists
- Print and assemble seasonal and event worship booklets, such as holy week services, funerals, etc.
- Design and print weekly worship bulletins for both the 8:30 and 10:30am services
- Maintain and communicate church calendar
- Answer and direct phone calls to the church
- Maintain church records
- Prepare, print and distribute correspondence to parishioners and others
- Receive and distribute incoming mail and deliveries in a timely manner
- Ensure outgoing mail, packages and other parcels are sent in a timely manner
- Maintain confidentiality
- Order and maintain church office, equipment and supplies
- Assemble and e-mail weekly congregational Good News announcements

Desired Additional Functions

- Update church website/Facebook page with events and photos
- Assist with the communication of Christ Church events to the wider community

Minimum Qualifications

- Associate's Degree
- Competency in Microsoft Excel, Word, and/or Publisher
- At least two years clerical experience
- Clear communication skills, over the phone and in writing
- Able to project a positive, caring, and cooperative attitude while working with others
- Able to work independently

Extra Qualifications

- Experience with Constant Contact or a similar software
- Experience with website maintenance
- Experience using Facebook and other social media

Physical Requirements
- Able to sit for long periods of time
- Able to see a computer screen
- Able to do repetitive tasks, such as typing, folding, stapling, etc.
- Able to speak with others, both over the phone and in person
- Able to multi-task
- Able to be pleasant to visitors and members

Core Competencies

Organizing. Can gather and organize information in order to create an efficient office environment; can orchestrate multiple duties at once; can use resources effectively and efficiently.

Communication. Can communicate clearly with others, both in writing and speaking; can keep confidential information when appropriate; can communicate in a variety of media, including e-mail, images, and the written word.

Interpersonal Relationships. Can work closely with the pastor, church staff and leadership; relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport in person and over the phone; builds effective and constructive relationships; able to maintain personal and professional boundaries; uses diplomacy and tact; is regarded as a team player.

Planning. Accurately assesses the length and difficulty of a project; sets objectives, goals, and deadlines; able to work on their own and to be self-motivated; anticipates and adjusts for problems and roadblocks, measures performance against goals; evaluates results.

Applicants should submit a resume no later than June 26, 2017 to rector at christchurch-woodbury.org.