



ASCENSION
EPISCOPAL CHURCH

Job Description: Parish Operations and Administrative Manager

Final May 2023

Our church is a community of people seeking to live in the new covenant created by Jesus Christ to live and spread God's love in the world. At Ascension, we are free to question to address uncertainty and seek answers.

Role scope:

The Parish Operations and Administrative Manager executes defined administrative and operational aspects of the church to support the clergy and community as directed. S/he/they also work closely with the Rector to assess, plan, and implement a variety of resources and support services to meet the church's needs.

Classification: Part time, non-exempt. Approximately 20 -25 hours/week both on site and remote activities as agreed.

Essential Duties:

1. Manages all aspects of the church facilities and physical plant, including repairs, scheduled and non-scheduled maintenance and cleaning. S/he/they oversee requests for use of church facilities, manages and serves as the point person for all rental/lease requests.
2. Maintains up-to-date information on all vendors including history of services. Monitors and oversees contracted services for landscape maintenance, snow removal, pest control, custodial and other related services. S/he/they oversee building custodial services or staff, and other staff or contracted staff as assigned.
3. Monitors HVAC systems of church and Manwaring office building in consideration of seasonal needs and usage.
4. Leads the volunteer Building and Grounds Committee and reports resourcing needs to the Rector and Vestry.
5. At the direction of the Rector, develops, leads awareness and coordination of volunteers to care and maintain the building and grounds. Supports groups to carry out small projects to long range planning. Maintains and posts the master calendar of church events and services by all groups in conjunction with facilities scheduling and communications efforts.
6. Manages business matters such as contracts, compliance, insurance and assists the Rector to help manage potential issues related to the business interests of the church.

7. Works with the Rector to develop and implement administrative systems to support key ministries as directed, purchases materials and allocates for church use. Ensures adequate stock of supplies at all times.
8. Oversees and ensures security protocols are maintained. S/he/they consult with volunteer church committees as needed. Manages security systems for the facility including monitoring and documentation. Coordinates, tracks, and maintains a record and backup system for all facility keys.
9. Provides resources to staff, vestry, and volunteers with appropriate equipment such as a laptop, AV equipment, etc. in good working order and works with the IT support team to help implement technology for the church.
10. S/he/they, with the Rector's direction manages the development and implementation of a communications plan including managing digital media resources including:
 - a. lead volunteer committee supporting communications.
 - b. maintain website and church app in timely manner.
 - c. working with IT team to develop tutorials for parishioners' use of systems.
 - d. maintain up to date postings of church events on social media resources including working with church photographer and securing media consents.
 - e. creativity with ways to engage the public with the church using social media outlets.
11. Manages the budget related to buildings and grounds, office administration and capital acquisitions. Collects and organizes invoices and other payables for bookkeeper to process.
12. Develops and maintains procedures related to role. Coordinates procedures for church staff and volunteers to report and document maintenance requests.
13. Secures back-up coverage when out of the office on leave or vacation.
14. Provides monthly reports for the Vestry on current activities, status and needs to support responsibilities.
15. Participates in bi-weekly staff meetings and development activities honoring the established working norms and covenants of the church.
16. Other duties as assigned.

Qualifications:

- Experience in commercial building operations and facilities management including coordination of small and large projects is required.
- Experience in office administration management preferred.
- Collaborative, team player with strong, respectful interpersonal communication skills.
- Ability to manage multiple assignments concurrently and prioritize workload.
- Personnel supervisory experience preferred.
- Ability to work with a variety of personalities and diverse groups with diplomacy, friendliness, and respect.
- Proficiency in using software applications including MS Office, Google Suite, web-based systems, and social media platforms.
- High school diploma or AA or equivalent. Bachelor's degree in relevant field preferred.
- Non- Ascension church member.

For more information or to apply for this position, contact Janet Prust, Sr. Warden Ascencion church at j.prust@aechurch.org. This posting will remain open until the position is filled.