

## **Parish Administrator**

Trinity Episcopal Church in Excelsior, MN is a lively, welcoming, mid-sized church community seeking to serve God through a number of ministries and outreach programs. For more than 160 years our community has fostered authentic relationships, spiritual growth, and deepening faith through thoughtful worship and community building programs. Trinity values its hard-won reputation as a congregation with a big heart and its long-term investment in refugee re-settlement, advocacy for immigrants, food security, mental health, anti-racism, and justice for indigenous people and their communities.

We are looking for a kind, well organized, computer confident individual to fill the key role of Parish Administrator here at Trinity. This person is at the center of all administrative, relational and technological aspects of congregational life. This position is a welcoming face/voice for members and visitors while ensuring smooth and efficient operation of key parish functions, ministries and communication.

The position requires someone who is confident multi-tasking, a creative problem solver, and detail oriented. Excellent writing, editing, and communications skills are essential. The ability to work independently as well as coordinate multiple projects simultaneously with a collaborative style is key. Competency using Microsoft Office, Google Suite, and other data-based technology is required.

Responsibilities include the following:

- Manage all office functions ensuring that all administrative tasks are completed in a timely manner including: church database and member records, building use requests and processing, ministry schedule, office equipment and supplies.
- Produce, coordinate and manage communications to staff, church members and the wider community through a range of online, print and other communication channels.
- Bookkeeping tasks including payroll, recording all gifts and pledges, preparing deposits, paying all bills, etc.
- Ensure all materials are prepared and copied for worship services.
- Serve as a welcoming and helpful presence for all who contact the church.
- Provide administrative and special project support to Rector, vestry and Trinity staff.
- Communicate with parish treasurer and accountant
- Supervise office volunteers.

Hours: Part time schedule available (24-29 hours per week). Pay starting at \$25 per hour, commensurate with experience

Benefits: 2 weeks PTO plus the weeks after Christmas and Easter. Paid holidays. Pension and life insurance.

Job Type: Part-time

Pay: From \$25.00 per hour

Benefits:

- Paid time off

Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Excelsior, MN 55331: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 2 years (Preferred)

Work Location: One location

Candidates can email their materials to the Rev. Devon Anderson: [devon@trinityexcelsior.org](mailto:devon@trinityexcelsior.org)