

Parish Administrator

Part-time Employee

Under the supervision of the Rector, the Parish Administrator is responsible for the day-to-day operations and coordination of Grace's office functions, including reception, hospitality, and administrative duties. This position requires a commitment to confidentiality, dedication to Grace's mission and values, strong organizational and relationship skills, and the ability to apply those skills in a flexible and sensitive manner. This position is 25-29 hours a week, salary negotiable.

RESPONSIBILITIES AND MAJOR DUTIES

Supporting Grace's Worship:

- Prepare and assemble weekly bulletins,
- Work with clergy to coordinate and confirm parishioner participation in Sunday worship and special services. Ensure that those participating in worship receive information in a timely fashion.

Supporting Grace's Membership:

- Maintain office hours, as assigned
- Answer phones, welcome and relay messages from visitors who stop into office, facilitating communication between staff and parishioners, as well as community members
- Maintain and update the master calendar; maintain an in-house calendar for staff reference and planning.
- Schedule spaces for parish and community use
- Provide administrative and calendar support to the Rector

Record-Keeping and Supporting Grace's Leaders:

- Develop and regularly maintain parish record-keeping systems using Grace's membership directory database. Provide lists and data from the database as needed.
- Maintain necessary files and a filing system, including vestry and personnel files
- Support Vestry members with correspondence and communications as needed.
- Record all wedding, baptisms, confirmations and burials.
- Process and distribute all mail to staff as appropriate.
- Administer the parish G-Suite account. This includes, but is not limited to, adding new and deleting old users, and maintaining user permissions.

Occasional Duties:

- Tentatively schedule and book rentals, coordinate information flow to staff members as appropriate.
- Prepare and assemble bulletins for special services, including memorials or weddings.
- Order office supplies as needed.
- Provide office assistance in use of telephones, printer, and voicemail.
- Schedule repairs and service for printer and other office equipment.

QUALIFICATIONS:

- Proficiency in use of computers and software, including MS Word, MS Excel, Google Docs and GSuite.
- Strong communication skills, including writing, grammar and proofreading.
- Experience working with diverse people in a complex environment.
- Ability to organize complex information and manage multiple demands with flexibility and ease.
- Welcoming disposition, willingness to serve all who come to Grace.