

## **Parish Office Administrator Job Description**

Trinity Episcopal Church, Apalachicola Florida

**Title:** Parish Office Administrator

**Supervised by:** Rector, Trinity Episcopal Church, who will conduct an annual evaluation of job performance and submit it to the Vestry and the Treasurer by December 1, annually.

**Hours:** 14 hours/week [based on the number and variety of tasks and need for office presence: suggested 3.5 hours for 4 days per week]. Schedule to be determined in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.

**Compensation:** \$15-20/hour, depending upon experience and qualifications

**Status:** Regular part-time, non-exempt

### **Position Summary**

Under the supervision of the Rector, the Parish Office Administrator provides general office support to the parish, staff and committees, in order to support the ministries and mission of Trinity Episcopal Church. This work includes, but is not limited to, data and records management, phone and email support, supplies and inventory management, communications work, managing use of church space by parish and outside groups, supporting church ministries and committees and collaborating with volunteers. The Parish Office Administrator will be a welcoming and responsive presence in our church's office.

### **Essential Duties**

#### *Information Management*

1. Maintain parish records, including financial, membership, diocesan, physical plant and other operational data, keeping them up-to-date and accurate.
2. Produce reports, directories, and other documents under the direction of the Rector, Vestry and committee leadership, on a timely basis.
3. Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
4. Assist with the production and distribution of the weekly Bay View.
5. Assist with managing the church's online presence (website and Facebooks pages, online advertising, etc.).

#### *Administrative Support*

1. Provide a welcoming and helpful presence in the parish office.
2. Respond to requests for information and resources via email, telephone and in-person visits.
3. Provide administrative support to Vestry or other committees, including preparing meeting documents or posting minutes, making document copies, sending out mailings, etc.
4. Place orders for supplies and equipment as authorized.
5. Coordinate with the bookkeeper to maintain parish financial records, including performing basic bookkeeping tasks using Quickbooks.
6. Coordinate with vendors as delegated by the Rector, wardens and other authorized laity.

7. Communicate regularly with the Rector, custodial staff and wardens about facilities-related needs, including set-up and cleanup for special events.
8. Produce rosters, correspondence and other documents.
9. Collect and sort incoming mail and send parish mailing and other outgoing mail.
10. Maintain and manage the parish calendar.

#### *Liturgy Support*

1. Assist with preparing and proofing worship materials and bulletins for Sunday morning and other services.
2. Maintain flower donations information; assist with the coordination of lectionary and ministry schedules, sending reminders as scheduled.
3. Provide assistance with tracking the liturgical calendar and planning for church events, as needed.

Note: This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted at any time.

#### **Knowledge, Skills and Abilities:**

1. Strong writing and grammar skills, including proofreading.
2. Proficiency in word processing and spreadsheet applications.
3. Demonstrated organizational skills, including calendaring, project coordination and prioritization.
4. Ability to effectively manage workload, while attending to detail.
5. Effective communication skills, both verbal and written.
6. High level of personal honesty and integrity, including the ability to maintain confidentiality at all times regarding persons and information.
7. Basic knowledge of invoice and purchase order transactions, including the ability to research vendor prices and negotiate costs.
8. Knowledge and support of the mission and beliefs of Trinity Episcopal Church.
9. Must pass background investigation to comply with church requirements.

#### **Qualifications:**

- \*Minimum 3 years of office experience, including communications and basic bookkeeping, is required.
- \*Experience in a church or other ministry setting is preferred.
- \*Associate's degree in administration, communications, office support or related area is desired.

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and record-keeping experience to: [info@trinityapalachicola.org](mailto:info@trinityapalachicola.org)