



Job Description: Parish Administrator

Hours:	40 hrs/wk
Supervisor:	Senior Pastor
Comp.	Commensurate with experience and education, salaried
Benefits:	Portico Gold+, Health, Dental and Retirement

Job Description

The Parish Administrator is responsible for four focus areas for the day-to-day administration of the parish: a.) Communications; b.) Internal financial management; c.) Building maintenance and supervision; d.) other general administrative duties.

Requirements

- Attention to detail;
- Familiarity and fluency with Microsoft Office Suite products;
- Strong Christian faith;
- Familiarity with the liturgical year;
- Ability to maintain pastoral, financial, and personnel confidence in the office environment and outside of it;
- Ability to lift and move objects with a minimal weight load;
- Good communication skills;
- Successful background check;
- A creative self-starter who will think ahead, anticipate the needs of the parish, and aid clergy and staff as necessary;
- Comfortability working with different types of people in a diverse environment;
- Compliance with all Synod and SPR policies regarding safety for children and vulnerable adults;

Job Responsibilities

The Parish Administrator's role roughly – but not exclusively – focuses on these three areas:

- *Communications:*
 - Oversee and produce parish communications including Parish Newsletter, Weekly E-mails, Website, Sunday bulletin, etc.;

- *Internal Financial Management:*
 - Manage, facilitate, and care for accounts payable and receivable;
 - Work with Parish Treasurer, Accounting Firm, and auditors to monitor income and expenditures, including communications to and with these stakeholders;
 - Work with internal parish financial administration software;
 - Support counters and other volunteers;
 - Support the yearly Stewardship Campaign as necessary.
 - Maintain the highest ethical standards and strictest confidence surrounding financial matters;
- *Building Management:*
 - Manage, schedule, and support contractors, repair people, and outside maintenance firms;
 - Manage, schedule, and support custodial and other building services;
 - Manage, schedule, and support internal community groups, parish groups, and special events, including minimal hospitality duties as assigned;
 - Order building supplies as necessary;
 - Work with parishioners to support their work to maintain the building;
 - Oversee summer intern, livestream technician, and other occasional staff people as assigned by the Head of Staff and Personnel Committee;
- *Other Administrative Duties:*
 - Support the work of the clergy and other staff;
 - Other duties as assigned;
 - Be present for staff meetings;
 - Maintain strict confidence in all work, including online social media platforms;
 - Support the work of the Synod, as assigned by the clergy;
 - Support the work of the Parish Council, it's members, and its mission
 - Manage, support, and adhere to personnel policies of the parish in regards to other occasional staff people (nursery attendant, etc.);
 - Manage and support rental property as needed.

How to apply: Send your resume and two references to Senior Pastor Patrick H. Shebeck: pastorpatrick@stpaulref.org