**St. Andrew’s Episcopal Church, Downers Grove, IL**

**Parish Administrator Job Description**

***All applications due by Monday, January 3, 2021***

**Position Overview**

The Parish Administrator reports to the Rector, St. Andrew’s Episcopal Church. The Parish Administrator will serve 30 hours each week, currently Monday-Friday, 9AM - 3PM; the schedule to be determined in collaboration with the Rector. The compensation for the Parish Administrator is $18-22/hour, depending on experience and qualifications, plus health insurance (for employee only), paid time off, and 403(b) contributions. This position is classified as Exempt – Administrative/Professional.

**Parish Description**

St. Andrew’s Episcopal Church is a member parish of the Episcopal Diocese of Chicago and the Episcopal Church in the USA. Founded in 1880, St. Andrew’s is a vibrant parish that comprises approximately 210 households, with an average Sunday attendance of 180. Located in Downers Grove, IL, the parish is a few blocks from the BNSF Main Street Metra station and sits within the area bordered by I-88, I-355, I-55 and I-294. The membership of the parish strives to be “the hands and feet of Christ”, both within and beyond the walls of the parish.

**Parish Administrator Duties**

*Information Management*

* Support parish communication, including church calendar, publications and online presence, using MailChimp and Breeze Church Management, among other tools
* Maintain non-financial parish records and provide appropriate reports

*Administrative Support*

* Create and maintain a welcoming and helpful environment for callers, visitors, members and correspondents
* Provide administrative support to the Rector, staff, lay leadership, vestry and committees
* Ensure adequate inventory of supplies and working order of equipment

*Program and Event Support*

* Coordinate preparation and distribution of program/event notices and publicity
* Prepare registration forms and signups, and track registration and payment (as appropriate)
* Prepare or assist with preparation of program/event materials

*Facility Use and Maintenance Support*

* Oversee the scheduling of Zoom accounts, rooms and equipment for meetings and events.
* Communicate facility and equipment related needs to Rector, Buildings and Grounds Committee and custodial staff
* Administer policies concerning building and equipment use, rental, security and maintenance

*Liturgy Support*

* Assist with preparation of worship materials, bulletins, and online resources for Sunday and other services
* Coordinate lectionary and ministry schedules and the donation of flowers and other elements of worship

*Volunteer Support*

* Recruit, coordinate and schedule volunteers as needed, under direction of the Rector or committee leadership
* Assist in coordination of special events

# 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. Demonstrated organizational skills, including calendaring, project coordination, and prioritization; ability to work independently and effectively manage workload
2. Welcoming disposition, with a willingness to accept and serve all who come to St. Andrew’s
3. Knowledge of office etiquette and effective communications skills, both verbal and written; with a special emphasis on grammar and proofreading skills.
4. Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access)
5. Ability to maintain confidentiality at all times regarding persons and information.
6. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs
7. Basic knowledge of invoice and purchase order transactions
8. Must be able to lift 20-25 pounds in order to perform office related operational tasks
9. Must pass standard personal background check to comply with church requirements

**Qualifications**

* Minimum 3 years of office experience, including communications, is required
* Experience in a church or other ministry setting is highly preferred
* Associate’s or Bachelor’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 the Rector, at [gmorris@saintandrewschurch.net](mailto:gmorris@saintandrewschurch.net).