

All Saints' Episcopal Church Western Springs Position Description

<i>Job Title:</i> Parish Administrator	<i>Exempt Status:</i> Non-exempt
<i>Reports to:</i> Rector	<i>Pay Range:</i> \$15 - 20 per hour
<i>Provides Work Direction to:</i> N/A	<i>Receives Work Direction from:</i> Rector
<i>Full Time or Part Time:</i> Part-time (16-20 hours per week)	<i>Hours Worked:</i> Weekly consistent in coordination with the Rector

Purpose of Position:

The Parish Administrator provides clerical and liturgical support in a manner that extends the work of the Rector and of the parish, ensuring parish administration functions effectively.

Representative Responsibilities:

Administrative Services

1. Support the Rector as directed, including general administrative tasks, research, and communication with parishioners. Gathers data and prepares assigned sections of Parochial reports and publishes the Annual Report.
2. Organize bills as they come in and maintains spreadsheet of due dates.
3. Answer calls, greet visitors, and answer questions.
4. Maintain files and internal mailboxes.
5. Coordinate with the Parish Sexton, re: ordering supplies.
6. Maintain parish membership database, create tracking pathways, providing labels and membership information as requested. Serve as primary staff and parishioner contact for database.
7. Maintain parish calendar, online public web calendar and print and post weekly calendar sign inserts to communicate the building schedule to everyone who enters the campus.
8. Organize and create Mailchimp e-blasts.
9. Provide support for website communication, Facebook, Twitter and Instagram accounts.

Liturgy Support

1. Ensure lay ministers receive schedule and necessary materials. Additional schedules must be shared with the Altar Guild, Acolytes, Anointer, Ushers, Coffee-hour hosts, Sunday School teachers, and Counters.
2. Maintain altar flower schedule and communicate this information to the Altar Guild.
3. Responsible for preparing and printing the bulletin weekly and for additional services as needed

Buildings and Grounds

1. Coordinate building user requests for reservations and room set-up requests. Act as liaison to the various groups using the building. Maintain and distribute the facilities schedule and manage conflicts.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks may be outlined in supplemental documents.

Qualifications:

- Three or more years of experience in office administration.
- Proficient in Microsoft Word and Excel and software management. Ability to learn Church Windows and WeeblyOs.
- Knowledge of social network communications.
- Excellent customer service and communication skills.
- Able to handle multiple tasks and to prioritize workload independently.
- Must have a respect for the religious nature of the workplace. Experience with the Episcopal Church is not required but must be willing to learn and work within the Episcopal liturgical setting. An understanding or willingness to learn the Episcopal liturgical tradition and resources is necessary.
- High school diploma required, college degree preferred.

Mental Demands:

Strong organizational skills and ability to create systems where needed

Demonstrate problem solving skills and ability to define resources, programs and actions to address issues

Maintains confidentiality and exercises discretion in dealing with parishioners

Works collaboratively with a variety of personalities

Ability/willingness to listen, take direction and learn new administrative skills and technologies for the benefit of the mission and ministry of the Parish

Physical Demands:

Able to walk up/down stairs

Able to lift 20 pounds

Able to work occasional evening or weekend hours when position demands