

Church of the Holy Nativity
Clarendon Hills, IL
Parish Administrator Job Description
*All applications due by **Monday, May 3rd, 2021***

Position Overview

The Parish Administrator reports to the Rector, Church of the Holy Nativity. The Parish Administrator will serve 18-20 hours each week, preferably Monday-Thursday, 9AM - 2PM but the schedule can be determined in collaboration with the Rector. The compensation for the Parish Administrator is \$18- 22/hour, depending on experience and qualifications, paid time off, and 403(b) contributions. This position is classified as Exempt – Administrative/Professional.

Parish Description

Church of the Holy Nativity (CHN) in Clarendon Hills is a member parish of the Episcopal Diocese of Chicago and the Episcopal Church in the USA. Originally founded in 1954 in a storefront in downtown Clarendon Hills, the then mission congregation built the current church which is located at the corner of 55th Street and Richmond Ave. in Clarendon Hills, moving into that space in 1957. CHN is a vibrant and affirming congregation now nearing 225 members celebrating two regular Sunday services (currently both online and in-person) and hosting regular community groups throughout the week, with three clergy and four members on staff.

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 parish records and provide appropriate reports
- Assist with social media and web presence

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 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 CHN
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) or Google Office Suite
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 desirable
- 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 desirable

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and record-keeping experience to the Rector, at brad@holynativitych.org