

Job Title: Director of Office Administration

Name of Church: Grace Episcopal Church

Address: Oak Park, Illinois

Job Description:

Director of Office Administration

Grace Episcopal Church

Full Time, 40 hours a week, \$40,000-45,000

The Director is a nexus, coordinator, and organizer for communications and information that come into and out of Grace parish – both to members and to the community at large. Working with other staff, members of the parish, and clergy, the Director ensures a creative, professional, and consistent tone for all parish communications. The Director also holds primary responsibility for maintaining and updating with precision the critical records of members, newcomers, and visitors at Grace. Updating the church database and website, as well as working with the parish Treasurer to maintain proper financial records, the Director will oversee gathering and proper maintenance of information related to Grace's operation. Creativity, flexibility, attention to detail, collegiality in a faith-based environment, and the ability to manage multiple deadlines and projects are all important for this position.

Primary Duties and Responsibilities:

- Gather information, edit, and produce digital and print media, maintaining the identity and style established by the Communications Ministry Group. This includes worship bulletins, a weekly e-Newsletter, an annual report, monthly Vestry reports, and other parish publications.
- Maintain and update the parish website as an Administrator
- Assist with parish-wide communications, including both email and mailings
- Collaborate with staff to ensure communications needs are considered and met for events and programs
- Maintain the overall parish online calendar
- Update and manage social media accounts
- Maintain the congregational records in our church database and function as the primary financial recordkeeper working with the parish Treasurer, paying bills, receipting donors, and sending pledge reminders
- Serve as a communication contact point for parish pastoral needs, notifying clergy of concerns and maintaining confidentiality and discretion
- Maintain, with clergy, church worship and sacramental records
- Answer phones and respond to voicemail, email, and social media or website
- Collaborate with our Ministry Groups to ensure their support and access to resources
- Assist with scheduling property maintenance needs throughout the year
- Regular office hours Monday – Friday (9:00 a.m. – 4:00 p.m.), with occasional afternoon or evening meetings as needed

- Other administrative duties as needed or assigned

Desired Qualifications:

- Some college experience, with a bachelor's degree preferred
- Basic familiarity with the polity of the Church, as well as some knowledge of liturgy
- Current digital and technology expertise: Microsoft Office, Google Drive, Constant Contact, Zoom, YouTube, Facebook, Instagram, WordPress, and basic website management system ability
- Strong verbal skills, attention to detail, precision with financial records, and ability to edit
- Commitment to the values of the Church, its mission and ministries
- Characteristics compatible working in a faith community: energy, creativity, a sense of humor, flexibility, compassion, and ability to meet deadlines
- Ability to work as part of a team which includes clergy and lay volunteers
- Collegiality and commitment to healthy boundaries when relating to clergy, staff, and congregational members (attending "Keeping God's People Safe" training is required by our Diocesan Office for this position, and is provided free)

The Director receives health and retirement benefits for full-time employment, including medical, dental, and paid vacation time (14 days a year). Other types of leave may be negotiated with the Rector.

Application process: Send cover letter and resume to fr.john.rumple@graceoakpark.org

Website: www.graceoakpark.org