

St. Paul's By-The-Lake

7100 N Ashland Blvd

Chicago, IL 60626

Job Posting: Parish Administrator

Reports to: The Rector

Hours: 8 hours a week, including at least 5 hours a week in office. Additional mutually agreed to overtime as determined by the Rector and/or Vestry.

Compensation: \$18.00 an hour

Job Summary:

The Parish Administrator provides administrative support to the ministry of the Rector and the parish of St. Paul's by overseeing the administrative tasks.

Responsibilities:

- Office Administration

- Assist the Rector including administrative tasks, including updating CMS database, researching records, interfacing with vendors and communication with parishioners.
- Maintain the Parish Calendar and the Rector's Calendar via Google Calendar and/or similar cloud-based software.
- Work with the Rector and Junior Warden to coordinate requests for building use/availability.
- Maintain Parish record books and other records related to parish business.
- Layout and print the Sunday bulletins and the monthly Messenger newsletter, and other printed materials such as service booklets, annual meeting packets, etc.
- Check Parish phone for voicemail, relay to Rector if necessary.
- Prepare various electronic communications, including drafts for emails, help maintain website, working with others on social media updates, etc.
- Order consumables (toner, altar guild supplies, etc).
- Open and sort mail during the week.
- Create and maintain physical and digital filing systems and assist with document storage and retrieval.
- Print reports and other documents for vestry meetings.
- Assisting ministry leaders with basic office work tasks.

- Other duties, of a similar nature, as required.
- Financial Administration

Assist the Treasurer in various financial administration tasks, including:

- Checks or offerings placed in secure location for next deposit.
- Invoices scanned and entered into QuickBooks and/or Google Drive.
- Items requiring action scanned and emailed to treasurer.
- Routine informational documents filed and/or scanned as determined by document management approach.
- Format, print, and distribute pledge letters and cards during the annual stewardship campaign.
- Assist with various research and other projects that can inform parish financial management.

Required Skills and Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills, attention to detail, and ability to prioritize tasks.
- Proficiency with Microsoft Word and Excel. Proficiency with Adobe InDesign preferred.
- Ability to meet major deadlines and excellent time management skills.
- Ability to utilize social media and websites.
- It would be preferred that the candidate knows the high church liturgy of the Episcopal Church, but it isn't required.

Submit Cover letter and resume by March 20, 2024, to rector@stpaulsbythelake.org.