

ST MARK'S EPISCOPAL

St. Mark's Episcopal Church • Evanston, IL Parish Administrator: Job Description

Reports To:	Rector
Classification:	Non-Exempt
Employment Status:	Part-Time, 20 hours per week
Schedule:	Consistent weekly schedule required (e.g., Mon–Fri, 10am–2pm); Friday coverage preferred
Work Location:	In-person required, with occasional work from home flexibility

Position Summary

St. Mark's seeks a Parish Administrator to serve as the operational backbone of our parish. This role supports the Rector and staff across four areas: day-to-day office management, executive support to the Rector, parish communications, and coordination of the building's use, which has been a longstanding and active part of how St. Mark's serves the broader Evanston community.

The ideal candidate brings strong administrative experience, a calm and professional presence, and a genuine interest in the mission of an Episcopal church.

Who We Are

St. Mark's Episcopal Church is a vibrant, welcoming neighborhood parish in Evanston, IL, with just over 200 members.

This is an exciting time to join St. Mark's. We are expanding our programming, growing community partnerships, and investing in the systems and people that help us do that well.

What You'll Do

Office Management

- Maintain an organized and functional office environment
- Check and sort mail and voicemails
- Order and maintain office supplies and perform basic equipment troubleshooting
- Support lay volunteers by managing scheduling and coordinating tasks
- Attend weekly staff meetings
- Provide administrative support to vestry and committees
- Maintain calendar of required diocesan and national church report submissions and registration deadlines
- Maintain paper and electronic file and record-keeping systems

Executive Support to the Rector

- Maintain the Rector's calendar and schedule. Coordinate and prepare for meetings
- Prioritize and track tasks, and follow through on action items to keep things on track
- Serve as a gatekeeper for unsolicited drop-ins and cold calls directed to clergy

- Track the liturgical calendar and assist with planning for church events
- Assist with monthly expense reports and credit card bill reconciliation

Communications

- Prepare all worship materials for Sunday and other services in collaboration with staff
- Shepherd the weekly parish e-newsletter (eLion): receive submissions, manage content calendar, and publish on schedule
- Assist with preparation and distribution of marketing and communications materials
- Maintain the church membership database using Church Windows and utilize it in preparing mailing labels, parish directory, etc.
- Maintain community bulletin boards, flyers, sign-up sheets, and entryway displays
- Assist with maintenance of the church's website and social media presence

Building Use & Rentals

- Coordinate the parish calendar for building use by internal and external groups
- Maintain building security protocols including key distribution and lock box
- Communicate regularly with the Sexton regarding facilities needs and event setup/cleanup
- Alert Buildings volunteers to minor facility issues; escalate major issues to Rector and Wardens
- Serve as primary point of contact for event renters and tenants; ensure a professional and welcoming experience
- Manage and oversee rental contracts and coordinate with Rector and Wardens on terms
- Coordinate all logistics for external events: staffing, hospitality, space configuration, technology needs, and security
- Process bills and invoices for events and rentals, and handle check requests and reimbursements

Who You Are & Keys to Success

To be successful in this role, you will bring strength in these areas:

Must-Haves

- At least 3 years' experience in a church, nonprofit, or office environment
- Strong administrative skills. You build systems, maintain them, and follow through
- Clear and professional communicator with strong proofreading and grammar skills
- Welcoming and service oriented. You welcome a diverse range of people who walk through the church door with warmth and discretion
- Ability to maintain confidentiality regarding sensitive matters
- Comfortable with technology and software. Proficient in Microsoft Office, Google Drive, MailChimp, and able to learn new systems quickly

Nice to Haves

- Familiarity with Church Windows or similar parish database software
- Experience with contract or rental management
- Familiarity with the Episcopal Church, its liturgy, traditions, and organization

- Prior experience as a parish administrator

What Else You Should Know

- Salary range: \$23-\$26/hr
- Benefits:
 - 4 weeks paid vacation time and 6 paid sick days per year
 - Health Reimbursement Arrangement (HRA), funded up to \$1,000 per calendar year, for reimbursable health and medical expenses.
 - Part-Time employees of the Episcopal Church are invited to participate in the Church Pension Group's pension plan.
- This is a part-time, in-person role. A consistent weekly schedule is required, and remote work is not a regular arrangement
- All candidates must pass a background check per church policy

How to Apply

Please submit a cover letter and resume to The Rev. Greg Millikin at rector@stmarksevanston.org.

St. Mark's Episcopal Church is an equal opportunity employer. We welcome and encourage applications from people of all backgrounds, identities, and faith traditions. The Episcopal Church fully embraces the inclusion of all peoples, including the LGBTQ+ community, and St. Mark's does not discriminate based on sexuality, gender, race, nationality, or faith.