

Christ Memorial Episcopal Church is seeking a reliable and organized Parish Administrator to join our team!

About the Position:

As the Parish Administrator (PA), you will play a vital role in supporting the church's ministries and mission by providing exceptional administrative and communication services. You will be a welcoming presence for our congregation and community, ensuring the smooth operation of the office and collaborating effectively with staff, volunteers, and committees.

Responsibilities:

- **Information Management:**
 - Maintain accurate and up-to-date parish records (financial, membership, etc.)
 - Generate reports, directories, and newsletters in a timely manner
 - Coordinate the church calendar for internal and external groups
 - Manage the church's database (Realm), e-newsletter (MailChimp), website (WIX) and social media presence (Facebook, etc.)
 - Ensure the outdoor sign reflects current events and activities
 - Responsible for creating weekly worship bulletins, and updating weekly worship leaders material
- **Administrative Support:**
 - Provide a warm and helpful welcome to visitors and callers
 - Respond promptly to inquiries via phone, email, and in-person visits
 - Assist church committees with meeting preparation, minutes, and mailings
 - Manage office supplies and equipment orders
 - Collaborate with the Parish Treasurer on bill payment, deposits and record maintenance
 - Coordinate with vendors as needed
 - Maintain and manage the parish calendar
 - Process incoming and outgoing mail
- **Ministry Volunteer Coordination:**
 - Oversee the schedule of ministry volunteers
 - Ensure and track that all volunteers have met necessary qualifications (background checks, Safeguarding the Church, etc.)
- **Facilities Management:**
 - Collaborate with the Rector, Sexton, and Junior Warden to maintain the facilities schedule

Qualifications:

- Office experience (either paid or volunteer), including excellent communication skills
- Proficiency in *Google Workspace* (word processing and spreadsheets) *and* QuickBooks required
- Comfort with technology
- Strong attention to detail, organizational skills, and a collaborative spirit
- Discretion regarding confidential information
- Willingness to learn new skills and procedures
- Successful completion of background checks and Safeguarding God's People certification

Preferred:

- Experience working in a church or ministry setting
- Ability to navigate various software, digital and social media platforms such as, platforms Quickbooks, Realm, WIX, Canva, MailChimp, Facebook, etc.
- Familiarity with Episcopal Church liturgy, polity, and music
- Associate's degree in administration, communications, or a related field preferred.

Compensation:

- \$16-17/hour, depending on experience (16 hours/week, M-Th, 9:00 AM - 1:00 PM, with additional compensated hours during peak seasons)
- Paid Time Off (*Sick leave/vacation time*) - 10 hours - provided after successfully completing six (6) months of service and 12 hours provided annually, thereafter.

To Apply:

Please submit your resume and a cover letter detailing your interpersonal communication strengths and record-keeping experience to revlisawork@cmecdandville.org.

We are an Equal Opportunity Employer and value diversity at our church.