



Parish Administrator (Part-Time)

Position Title

Parish Administrator

Applicant Submission

Send resume to Jason Hitt at jasonhitt332@gmail.com

FLSA Status

Non-Exempt, Hourly

Schedule

Part-Time, 16 hours per week (flexible based on parish needs)

Position Summary

The Parish Administrator serves as the primary administrative and operational support professional for the parish. This position is responsible for managing church office operations, supporting clergy and lay leadership, maintaining parish records, coordinating communications, may assist with financial administration, supporting facility scheduling, and ensuring an exceptional experience for parishioners, visitors, volunteers, and community partners.

The Parish Administrator plays a critical role in advancing the mission and ministry of the parish through efficient administration, professionalism, confidentiality, and excellent customer service.

Essential Duties and Responsibilities

OFFICE ADMINISTRATION

- Serve as the first point of contact for parishioners, visitors, vendors, and community inquiries.
- Maintain regular office hours and oversee day-to-day office operations.
- Manage parish correspondence, mail, email, and telephone communications.



- Maintain church records, membership databases, sacramental records, and historical files.
- Order and maintain office supplies and equipment.

COMMUNICATIONS

- Prepare weekly bulletins, announcements, newsletters, and parish communications.
- May assist in maintaining parish website and social media platforms.
- Coordinate publication of ministry events and parish activities.
- Assist clergy and ministry leaders with communication needs.

WORSHIP AND MINISTRY SUPPORT

- Coordinate calendars for worship services, meetings, and special events.
- Support preparation of annual meetings, vestry meetings, and parish events.
- Maintain facility reservation schedules.
- Assist clergy with administrative aspects of baptisms, weddings, funerals, and other sacramental services.

HUMAN RESOURCES AND COMPLIANCE SUPPORT

- Assist with onboarding paperwork and personnel file maintenance.
- Support safeguarding compliance and background screening administration.
- Maintain records required by diocesan and parish policies.
- Ensure confidential handling of employee and volunteer information.

FACILITIES COORDINATION

- Coordinate service requests and vendor scheduling.
- Track facility maintenance issues and repair needs.
- Serve as liaison between parish leadership and contractors.

Qualifications

EDUCATION



- Associate's degree preferred.
- Equivalent administrative experience may be substituted.

EXPERIENCE

- Administrative, office management, church administration, nonprofit administration, or related experience preferred.
- Experience working with volunteers and diverse stakeholders preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Strong organizational and time management abilities.
- High level of discretion and confidentiality.
- Proficiency in Microsoft Office Suite and cloud-based systems.
- Ability to manage multiple priorities with minimal supervision.
- Strong customer service orientation.
- Ability to work collaboratively with clergy, staff, vestry members, and volunteers.

PREFERRED QUALIFICATIONS

- Experience in an Episcopal church or faith-based organization.
- Familiarity with church management software.
- Knowledge of Episcopal Church structure and terminology.

PHYSICAL REQUIREMENTS

- Ability to sit and work at a computer for extended periods.
- Ability to lift up to 25 pounds occasionally.
- Ability to move throughout church facilities as needed.

CORE COMPETENCIES

- Professionalism
- Integrity and Confidentiality



- Customer Service
- Attention to Detail
- Initiative
- Collaboration
- Adaptability
- Mission Focus

COMPENSATION

\$23/hr commensurate with experience and qualifications.