

Trinity Episcopal Church
Parish Administrator Job Description

General Description:

The Parish Administrative Secretary is responsible for maintaining the organization of the office and the church membership records. The Parish Administrative Secretary reports directly to the Priest-In-Charge

Key Responsibilities:

1. Acts as receptionist to all visitors, receives all incoming calls, and dispatches them as appropriate.
2. Maintains the organization and ordering of office supplies.
3. Maintains the organization of office files (both paper and electronic).
4. Maintains the parish calendar and coordinates with external parties wishing to use the church buildings.
5. Creates the weekly bulletin with input from the priest-in-charge and emails all participating in that week's service.
6. Maintains parish membership (in Realm) and monthly serving schedule.
7. Publishes the monthly newsletter (or possible weekly email newsletter), the Annual report, and Annual meeting minutes as required.
8. Works alongside the Priest-in-Charge with member memorial and funeral arrangements; including memorial contributions and donor acknowledgement.
9. Works with the Priest-in-Charge and head of altar guild to order supplies for worship.
10. Creates mailers when required (for stewardship campaigns, etc.)
11. Helps the Priest-in-Charge to maintain the website and social media presence.
12. Other duties as requested by the Priest-in-Charge.

Qualifications:

- Must have excellent verbal and written communication skills.
- Must have general knowledge of Outlook and Microsoft Systems.
- Must have basic knowledge of social media sites (Facebook, Instagram).
- Must have general knowledge of google calendar.
- Must have basic knowledge of Realm software or willingness to learn.
- Must have basic knowledge of the liturgical calendar or willingness to learn.
- Must be able to maintain confidential information relative to personal situations within the parish.
- Must be flexible, detail-oriented, creative and willing to help the church to update its publishing.

Job Information

- 15 hours a week – set schedule decided upon in consultation with the Priest-in-charge.
- Pay starting at \$17-\$19/hr.

Please send resume to mtr.alaneosborne@gmail.com.

Questions? Call 937-335-7747.