

## Parish Office Administrator Position

This position reports to the Rector and is responsible for the smooth operation of the Parish office, including but not limited to the processing of all communications, organizing activities, and ordering and maintaining office supplies.

### Required Skills

- Good attention to detail
- Solid written and oral communication
- Experience with Google and/or Microsoft 365 suite of products
- Experience with Constant Contact and Canva (or similar) software
- Ability to work independently with minimal supervision
- Experience with database management software

### Responsibilities include, but are not limited to,

- Answering the phone and welcoming/assisting visitors
- Collecting and processing USPS mail and parish email accordingly
- Drafting bulletins for Sunday services
- Creating and sending out weekly electronic newsletter (“e-Epistle”) and mailing out hard copies as requested
- Maintaining up to date information in parish database system
- Creating, maintaining and distributing monthly parish calendar
- Publishing and distributing monthly servers' schedule
- Ordering and organizing supplies as needed
- Facilitating parishioners’ use of electronic payment for payment of pledges
- Compiling and printing miscellaneous parish reports, bulletins for special services, and other flyers and mailings
- Updating parish website as needed

The position is scheduled to work from 9:00 AM to 1:00PM Monday through Thursday twelve months a year. The position begins at \$19.75 an hour, commensurate with experience.

Qualified applicants should send an introductory email with the subject line “Parish Administrator Position” and including contact information along with a copy of their resume to [admin@stjamesmillcreek.onmicrosoft.com](mailto:admin@stjamesmillcreek.onmicrosoft.com).

The selected candidate must complete and pass a background check and complete other safety modules as required.