

# Parish Life Administrator (Part-Time)

## To Apply

To apply for this role please email your resume and a letter of interest to:

The Rev. Peter Floyd, Rector

Email: [peter@stje.org](mailto:peter@stje.org).

## Job Description

Reporting to the Rector, and working in tandem with the Parish Administrator, The Parish Life Administrator will be the most visible administrative contact for the church. This position will be present on-site, part-time, during normal office hours (*Mon.-Thurs 9:00-4:30 and Fri. 9:00-noon*). This means the employee will work out their part-time schedule with the Parish Administrator (also part-time) to make sure that one of them is here during the business hours. This position will also be present on Sunday mornings (7:30-11:30) to support parishioners, visitors, volunteers and staff. As such, this person will be one of the main staff contacts parishioners will have with St. John's so it is essential that this person have excellent customer service and time management skills. In general, this position will support the overall vision and mission of St. John's by working to implement that vision in a variety of ways including but not limited to the following:

## Sunday Support

Will be present on Sunday Mornings (may still attend a worship service) to do the following:

- Help recruit, coordinate, and train volunteers for a variety of positions.
- Assist parishioners, visitors, and new members as they navigate the life of the church. Examples include: Helping them with Realm; Signing up for ministries, activities and events; Managing the church calendar; working with ministry leaders in an administrative capacity
- Coordinate Greeters and manage the new member process
- Assist with the various administrative needs of the parish

## Volunteer Management

- Recruiting volunteers to assist with the various needs of the parish
- Assigning (and coordinating) volunteers to the various positions needed on Sunday
- Sending out the readings / prayers in advance to the Sunday morning readers.
- Printing and posting the upcoming Sunday assignment of Volunteers

## New Member Management

- Creating name tags for new members
- Recruiting, training, and assigning volunteers to be greeters on Sunday morning
- Creating and maintaining printed and web-based content so new and current members can see what groups and ministries are available for them to join.
- Following up with new members and visitors to welcome them and making sure they get invited to participate in ways beyond Sunday morning.
- Maintaining the church's member database as needed

## Event Support

- Working with volunteers as a central point of contact for event management
- Working with staff to make sure they manage various event-based needs:
  - Room Setup (property manager)
  - IT Needs (IT Manager)
  - Creating a graphic and advertising the event if needed (IT Manager)
  - Posting the event on social media and our Website (IT Manager)
  - Creating a registration event in Realm if needed

- Posting the Event in the Eblast (Parish Admin)
- Maintaining the church calendar (Parish Admin)
- Coordinating Room Reservations and Property Use by outside groups (Parish Admin)
- Maintaining the Church Door unlock and security system (Parish Admin)

**Communications**

- Maintaining the Website Content as it pertains to events, groups, committees, ministries, and leaders
- Posting Events and Updates to social media (IT Manager can assist as needed)

**Necessary Skills:**

- Proficient in Microsoft Office Suite products and general office computer use.
- Can be trained on the following systems: Constant Contact, REALM Church Management Software, WIX Website Builder, Access Control
- A kind and likable person who possesses excellent customer service skills
- Filing and organizational skills
- Time management
- Possess the ability to organize multiple events and projects simultaneously