



## ST. ANDREW'S EPISCOPAL CHURCH - SEDONA, AZ

Love God. Serve Every Person. Live the Good News of Jesus Christ.

### Job Description: Parish Administrator

Hours: approx. 16-18 hours per week; 8:30am-12:30pm, M-Th

Pay Range: \$13-15 per hour DOE

Benefits: Sick pay in accordance with federal, state and diocesan rules

Direct Supervisor: The Rev. Monica Whitaker, Rector

**Job Summary:** The Parish Administrator will coordinate and execute the operations of the parish office, and will provide communications and administrative support to the Rector, Vestry, and ministry leaders of the Parish, enabling them to carry out their ministries.

#### Required skills:

- Excellent interpersonal and organizational skills
- Strong computer, graphic design, and digital media skills
- Multi-task, think critically, display positive attitude
- High attention to detail
- Maintain confidentiality

#### Essential Functions

- Convey positive impressions of St. Andrew's with the general public and parishioners.
- Maintain confidentiality of parish operations.
- Answer the phone, staff the front desk, maintain regular office hours
- Produce worship bulletins for special services, as needed.
- Compile and prepare printed documents including annual report, parish and leaderships directories, committee documents, ministry schedules, and outgoing mail and correspondence.
- Maintain and update regularly answering machine message, operating calendar, website calendar, membership database, and office files of the parish.
- Coordinate with Rector and designated Lay Leader, requests for interment in Columbarium, key distribution, and related documentation in Parish files.
- Support Rector and Treasurer in preparing annual diocesan, church-wide, and state documents including the Parochial Report, Corporation Commission documents, etc.
- Order and maintain stocks of paper goods and other office supplies and equipment, and works with office equipment maintenance personnel.
- Works with the Rector to maintain and update parish membership register and sacramental record books.

#### Minimum Qualifications

- Fluency with Windows operating system, basic and advanced functions of Microsoft Word, Microsoft Excel, email and web communications.
- Familiarity with functions and culture of religious and nonprofit organizations.
- Experience in secretarial and office tasks.

## **Physical Requirements**

- Able to perform tasks seated at desk and around office, including use of computers.
- Able to move freely through church buildings.
- Able to perform occasional lifting and movement of supplies and objects.

## **Core Competencies**

*Attention to detail.* Sees small details which can have large impacts; finds and eliminates errors in his or her own work; effectively creates documents which use formatting and visual organization to present information clearly, consistently, and effectively.

*Discretion.* Understands importance of sharing information appropriately; asks for information only as needed; does not seek to satisfy personal curiosities or make assumptions; keeps confidences; is widely trusted; is seen as direct and truthful.

*Organizational skills.* Organizes information, tasks, and documents effectively; shares workspace easily and fluidly; maintains a neat and tidy work environment.

*Time management skills.* Plans appropriately to complete tasks regularly and efficiently; can handle multiple demands with calm and poise; can orchestrate multiple activities to accomplish a goal.

*Problem-solving.* Brings positive attitude to situations where problems require solutions; thinks critically to work through difficulties; anticipates and adjusts for problems and roadblocks.

*Interpersonal interaction.* Relates well to all kinds of people inside and outside the congregation; builds appropriate rapport; uses diplomacy and tact; is regarded as a team player.

## **Personal Qualities Needed:**

- Strong relational skills, service orientation, and a positive personal attitude; must be comfortable guiding the work of a wide range of people including volunteers from the parish.
- Although St. Andrew's is a religious organization, person's religious affiliation is immaterial. However, sensitivity to the identity and mission of St. Andrew's is necessary for effectiveness in this role.
- Absolute dependability, ability to communicate clearly, and honesty required.
- Must successfully pass employment, drug, driving and criminal background checks and any required diocesan training, including, but not limited to, "Safe Church Training."

The responsibilities/duties listed above are representative of the job, may change from time to time and are not intended to be all-inclusive.

*Last updated: May 31, 2018*