

send inquiries to jobs@gstomball.org

Parish Office Administrator

The Episcopal Church of the Good Shepherd in Tomball, Texas is seeking a part-time Parish Office Administrator skilled in organization, recordkeeping, and communication. This position reports to our Rector (head pastor) and works closely with other members of the staff and church leaders. Areas of responsibility include supporting the Rector in administrative functions, producing weekly publications, coordinating office volunteers, communicating with parishioners on a regular basis, scheduling resources, and ensuring smooth office operations. The successful candidate for this position will demonstrate competency in administration, computer office software, organization, and will be at ease communicating with a wide variety of people in person and by phone.

This position is 24 hours per week 9:00 – 3:00 M-Th with half hour for lunch. There may also be one or two Sunday mornings each year for events. Compensation is \$15-\$19 per hour based on experience.

Office Operations

- Ensure office equipment is functional with appropriate supplies on-hand
- Maintain office supply levels
- Recruit, train, and coordinate office volunteers
- Coordinate and schedule outside organizations who rent/use building and facilities.
- Be aware of challenges and make recommendations to improve office processes

Recordkeeping

- Keep membership records and all other registers accurate and up-to-date
- Keep and maintain files necessary for office administration
- Receive and file meeting minutes from vestry and other ministries/committees
- Record Baptisms, Weddings, and Funerals
- Work with the financial administrator to file periodic reports required by the Diocese

Communications

- Record and distribute minutes from weekly staff meeting
- Answer the phone with support of office volunteers
- Compile and Send regular church-wide communications (weekly/monthly/special email)
- Compile and publish weekly church announcements (bulletins, website, newsletters)
- Complete large postal mailings (i.e. Christmas letter, stewardship mailings, etc.)
- Help maintain content on the church website and social media

Staff

- Attend weekly staff meetings
- Meet with the rector on a regular basis
- Maintain staff and church calendars
- Support staff members and ministry leaders
- Prepare directories and other lists from church and staff records
- Make reservations/registrations for off-site conferences / meetings