

## **Part-time Church Administrator**

St John's Episcopal Church  
Austin, TX 78758

**Overall Description:** The Church Administrator works closely with the Rector to manage the business of the parish. This includes areas of communication, human resources, facility management and parish record/reporting. The Parish Administrator seeks to provide a safe and welcoming environment, to facilitate the infrastructure to support the ministries of the church and to run an efficient and economical parish.

**Purpose:** The Church Administrator is responsible for coordinating and executing the tasks to ensure the church office, and by extension the church, operates efficiently.

### **Job details:**

Salary - From \$20,000-\$25,000 a year

Job Title: Church Administrator

Job Type - Part-time

Reports to: Rector

Work Location: Church Office (some work from home can be negotiated)

Schedule: Four Days a Week

Office Hours: 19 hrs. per work week

Flexibility: Flexibility to work some extra hours during busy periods and to attend occasional meetings is expected. Also, flexibility granted for personal/doctor appointments as long as minimum time met within every two week period and prior coordination with Rector or Senior Warden.

Background Check is required as a condition of hiring.

### **Qualifications:**

Bilingual (English/Spanish): Required

Administrative experience: Experience: Minimum of 3+ years of experience in such a role (Required), with working in a church or related environment a plus.

Education: Minimum-High School; Bachelor's degree in related field is a plus.

Microsoft Office: 3 years (Preferred)

Writing Skills: 3 years (preferred)

Technology/Computer and Social Media: literate

Knowledgeable in the use of office machines (high volume copier, telephone equipment/answering machine)

Strong organizational, project management, and problem-solving skills.

Exceptional interpersonal skills.

Create a welcoming environment for people to enter the Parish Hall.

Uphold a strict level of confidentiality: Required

### **Specific duties include:**

- Work with Junior Warden to function as Property Manager, coordinating facility usage and annual building maintenance, oversee leases, manage key systems, and maintain office machines in working order.
- Creates and publishes Service Bulletins and Church Newsletters
- Maintain parish records, files, and calendar. Prepare appropriate Diocesan reports.

- Answer phones, doors, receive packages
- Manage volunteer office workers
- Develop publicity materials for Church events
- Participate in Safeguarding God's People/Children (sexual abuse prevention training) as required by the Diocese of Texas.
- Adhere to St. John's Episcopal Church Policies and Procedures.

The successful applicant will have the following qualities:

... must be a self-starter with strong attention to detail and the ability to function independently, meet deadlines and achieve commitments.

... will need to possess strong interpersonal and written skills; strong organizational and analytical skills; and must be a team player.

... be self-motivated and disciplined in their work ethic.

... have the ability to meet goals through successful task execution and time management, while also paying attention to detail.

... have excellent communication skills – verbal, written, and visual.

... be open-minded and attuned to cultural trends.

... have a friendly and professional demeanor.