

## **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: Minimum 20 hrs. per work week

Flexibility: Flexibility to work some extra hours during busy periods and to attend occasional meetings is expected. [BM1] 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.

### **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.