

## **Parish Administrator - Old Donation Episcopal Church**

The Old Donation Episcopal Church (ODEC) core team of Clergy and Employees is a small group with diverse responsibilities, within this group the Parish Office is the focal point for the successful day-to-day operations of the Parish.

The Parish Administrator is a 26 hour per week part-time position, reporting to the Rector, with overall responsibility for the successful operation of the Parish Office including the supervision/tasking of the Parish Secretary.

Under the direction of the Rector but largely on the incumbent's own initiative the Parish Administrator shall have the following duties and responsibilities:

### **➤ Office Management:**

- Provide a welcome to visitors and functions as a “gatekeeper” ensuring people receive the appropriate attention and direction that fully reflects ODEC’s ethos, goals and mission. Function as the ODEC point of contact for external organizations, groups, and individuals with an interest in utilizing ODEC’s facilities (e.g., support groups, scouts, weddings, baptisms and funerals).
- Ensure the smooth and efficient running of ODEC’s offices to include but not limited to:
  - Coordinate office activities and operations to ensure efficiency and compliance with ODEC’s policies, goals, objectives and mission.
  - Manage and maintain the Parish Calendar
  - Manage agendas/travel arrangements for the Clergy.
  - Manage phone calls and correspondence (e-mail, letters, packages etc.)
  - Support and implement budgeting procedures.
  - Manage IT systems, as appropriate liaise with volunteer IT support expertise, negotiate equipment and consumables leases and contracts.
  - Create, update, and maintain records and databases with personnel and other data to include but not limited to newsletters, vestry minutes, parish register/membership, parish statistics, confirmation/marriage/baptismal records, letters of transfer, cemetery records etc.
- Manage the utilization of display facilities in the Library and Narthex (cases, wall-hangings and shelving) to ensure that displayed items are current, applicable, comply with ODEC’s goals and objectives, and in keeping with the intended use of these areas.
- Maintain personnel records, including SafeChurch Training, and manage designated compliance procedures.
- Function as the insurance and pension liaison between staff and Diocese administrators.

### **➤ Communications:**

- Solicit inputs, edits, designs the layout, and produces ODEC’s weekly Chimes e-news, and monthly Bell Ringer newsletter, bulletins, and other ad hoc publications. Oversee online posting and printing, folding and dissemination of hard copies as required.
- Oversee the timely production, and required copies, of materials used in services.

- Update Facebook page as needed with guidance from the Rector, Assistant Rector or Director of Communications, and maintain the currency of voice mail.

➤ **Support to Vestry, Commissions and Other Functions:**

- With adequate notification provide limited, routine clerical support to the Vestry and Commissions (e.g., develop and produce forms, production of brochures, publish announcements, extraordinary mailings, etc.).
- With appropriate guidance from the Rector, receive, review, and distribute food vouchers and assistance requests as per ODEC's Outreach and other policies.
- Perform other duties as assigned by the Rector.

➤ **Parish Administrator Compensation, Benefits and Commitments:**

- The normal work week shall be 26 hours and exclude a lunch break. Compensatory time may be taken with the approval of the Rector for extra hours worked.
- Entitled benefits shall be as defined in ODEC's Personnel Policies, mileage when performing parish duties shall be reimbursed at the standard government rate.
- The incumbent shall complete SafeChurch training within six months of employment.
- A background check is required.
- The incumbent shall attend all staff meetings, planning days, development days, and retreats.

➤ **Personal Attributes**

The Parish Administrator shall conduct himself/herself according to the highest professional, ethical and moral standards. The Parish Administrator shall establish the tone of welcome and warmth of the entire office and is viewed by the Rector and Vestry of Old Donation as a significant minister to the congregations and the wider community. The Parish Administrator shall be the voice and face of the parish on a daily basis, and it is important that the incumbent shall be fully cognizant of the importance of this ministry and her/his actions and character shall in all respects reflect the values of the Parish.

➤ **Skills:**

- Good phone voice, presence, upbeat in responding to guests in person or on the telephone.
- Excellent organization and project management skills, a good eye for detail and able to deliver quality products in a timely manner.
- Work well with others and has a spirit of cooperation.
- Proficient in the use of Microsoft Office (Word, Publisher, Excel), a competent user of social media with an enquiring mind adept at mastering new automation packages.
- Desirable:
  - Proficient in the use of Google Docs
  - Liturgical knowledge

**Please submit resume and cover letter to: [odec@olddonation.org](mailto:odec@olddonation.org)**

*Old Donation Episcopal Church is an equal opportunity employer and welcomes candidates from all backgrounds and faiths to apply.*