

# Parish Administrator

## Job description

### **She/he Will Work Closely With Other Parish Leadership To:**

Innovative, service-oriented, progressive Episcopal parish in Northern California is seeking a passionate and organized Parish Administrator who loves to work hard and have fun while doing it.

- Supervise and systematize all ongoing and day-to-day operations.
- Strengthen operational structures and establish processes to support continuing growth.
- Manage internal communications and coordination among staff, vestry, and other key stakeholders.
- Provide input on budgeting and financial management for program areas.

This is an exciting opportunity to not only become a part our team, but to be a leader in setting our strategy and course of action. The Parish Administrator will ensure continued excellence in workplace culture and services offered across parish programs and ministries.

### **Key Responsibilities**

- Facilitate problem solving and decision-making on all operational issues, including - but not limited to - budget and financial management, human resources and staffing, programming, communications, outreach, technology, facilities and events management.
- Build and improve the "Operations Playbook" that incorporates key decisions, lessons learned, and important institutional knowledge to streamline and strengthen parish operations.
- Establish new human resource/personnel management manual and practices, including hiring processes, setting performance expectations and conducting performance reviews, resolving interpersonal issues, system for determining changes to compensation, managing vacation schedules and policies.
- Ensure seamless communication on all scheduling, resource needs, programming decisions, etc. between clergy, vestry, and ministry leads.
- Serve as first point of contact for incoming questions and requests from staff, vestry, and parishioners and ensure appropriate follow-up and response.
- Oversee production of weekly bulletins and newsletters, including developing content, reviewing and editing text, and adhering to production deadlines.
- Work with Rector to manage parish calendar to plan and implement recurring programs and events, provide guidance, and track progress for all staff and volunteers.
- Contribute to and advise on development of marketing and outreach materials, including the website, annual giving campaign, and more.
- Manage basic office IT needs (phone systems, internet, computers, copier) and perform basic trouble-shooting on issues that don't require professional assistance.
- Support Rector in strengthening parish ties to the broader community and increase visibility and assist in executing the vision.

### **Professional Experience Required**

- At least 5 years of experience in operations management, administration, or human resources in a professional workplace environment. Prior work experience in a nonprofit or other mission-based work environment is required; knowledge of church operations is a plus, but not required.

- Must have experience leading and managing projects, from the planning phase through completion of the final products or outcomes. Must be skilled at developing project schedules and action plans.
- Must have basic understanding of all aspects of running an office, including experience or familiarity with budgets and financial statements.
- Must have direct supervisory experience, including managing workload, delegating tasks, monitoring and mentoring performance, providing feedback, mediating interpersonal conflicts, and more.

### **Key Qualifications**

- Dedication to service of others. Understanding that they are the face of something much bigger - represent the vision and values of the church to the broader community, as well as members.
- Confident self-starter who can work independently and make decisions.
- Innate curiosity and love of learning.
- Strong written and verbal communication skills, including basic copyediting and content review of written materials.
- Comfort with basic workplace technology, and willingness to learn new technology as needed.
- Experience with MS Office, including Publisher.
- Experience with Automated Church Systems software, ADP and Constant Contact desired, but not required
- Strong organization skills and time management skills.
- Demonstrates good leadership instincts.
- Flexible in terms of both schedule and willingness to take on variety of roles. Not someone who thinks certain tasks are beneath him/her. Willing to get hands dirty and get things done.
- Emotional intelligence for working with all different personalities and making everyone feel heard and respected.
- Ability to work with a system of volunteers to accomplish goals.
- Strong executive functioning skills (prioritizing, decision making, quick thinking), and ability to mentor others to develop these skills.
- Basic familiarity with employment law.

### **To apply, please provide:**

- **A cover letter that tells us what excites you about this job opportunity, and why you'd be a great fit.**
- **Your resume highlighting relevant professional, education, and volunteer experience.**
- **Please email submissions to [sean@faithec.org](mailto:sean@faithec.org)**