

St. James Millcreek

Parish Administrator Position

This position reports to the Rector and is responsible for the operation of the church office including ordering and maintaining office supplies. Proficiency with Microsoft Office (Word and Excel) is a must. It also is desirable that the person have some familiarity with ACS Technologies church management software or other similar products. The individual should have excellent written and oral communication skills and be comfortable in group settings. He or she should be organized and able to work with minimal supervision.

Job activities include:

- Answering the phone and Parish House door
- Collecting mail and distributing accordingly
- Creating church service bulletins
- Maintaining church email
- Collecting invoices and bills
- Generating checks for bills and reimbursements and placing them in the Sr. Warden's mailbox for signature.
- Entering payroll as journal entries and posting in the ACS financial system.
- Constructing monthly parish calendar
- Creating monthly servers schedule, including lay readers, ushers, acolytes, etc.
- Create bulletins for seasonal and special services.
- Creating mailing information and pledge cards for the annual Stewardship campaign
- Entering information on the Parish House use and rentals into the Church Calendar
- Preparing and publishing the weekly e-Epistle.
- Preparing and publishing the monthly Newsletter.

This position is scheduled to work from 9:00 AM to 1:00 PM Monday through Thursday. The position pays \$15-\$20/hr. based on experience.

For more information please call the Rev. Kim Capwell at 302.994.1584.