

Trinity Episcopal Church

1500 State Street

Santa Barbara, CA 93101

Contact: emolitors@trinitysb.org

Job Description: **Front Office Administrator**

Reports to: Business Manager (who reports to the Rector)

Effective: Immediately

Hours: Full time, regular business hours in the church office

Probation period: 90 days

Performance review: Annual

Salary: Commensurate with experience; benefits package (health, dental, etc.)

Job Summary

Trinity's Front Office Administrator acts as the primary face of the parish, providing welcome and hospitality to visitors and members of the congregation, as well as administrative support for the effective functioning of the church's worship, fellowship, and education activities.

Essential Functions

- Answers phone and receives visitors and members of the congregation during office hours.
- Prepares worship bulletins (for Sunday worship, weddings, funerals); maintains church directory.
- Fields facility usage requests, and updates parish calendar.
- Communicates with church members about upcoming events, utilizing church website, church email, mass email (Constant Contact), and occasional bulk 'snail' mailings.
- Updates church membership database, and extracts data to use for parish email communications and mailing labels.
- Generates and mails out quarterly financial statements to donors.
- Sorts and distributes incoming mail, distributes checks, payables and other outgoing mail.
- Organizes and maintains office files.
- Orders office, cleaning, and related supplies.
- Coordinates vendor visits for maintenance of copier, computers, and other building equipment, as needed.
- Participates in weekly staff meetings, providing input and ideas to discussion topics.

Key Qualifications

- Demonstrated competency with various computer software systems, including Microsoft Windows, Microsoft Word, databases, and email communications.
- Demonstrated experience with office management and administrative functions

Core Competencies

Attention to detail. Sees small details which can have large impacts; finds and eliminates errors in his/ her/their own work and others in church leadership positions; effectively creates documents which use formatting and visual organization to present information clearly, consistently, and effectively.

Organizational skills. Organizes information, tasks, and documents effectively; shares workspace easily and fluidly; maintains a neat and tidy work environment. Looks for opportunities to make improvement suggestions in broader church operations.

Time management skills. Plans appropriately to complete tasks regularly and efficiently; can handle multiple demands with calm and poise; can orchestrate multiple activities to accomplish a goal; ability to work independently.

Problem-solving. Brings positive attitude to situations where problems require solutions; thinks critically to work through difficulties; anticipates and adjusts for problems and roadblocks.

Interpersonal interaction. Relates well to all kinds of people inside and outside the congregation; builds appropriate rapport; uses diplomacy and tact; is regarded as a team player. Maintains close working relationship with vestry and team/project leaders.

Integrity and Personal Discretion. Understands importance of sharing information with church leaders/vestry; asks for information only as needed; conducts conversations at a professional level, keeping confidences, is widely trusted and is seen as direct and truthful.

About Trinity

Trinity is a progressive Christian church in the Episcopal tradition, where we believe that every person has a share in God's love: a love that is inclusive, unconditional, abundant, and meant to be expressed through action in the world.