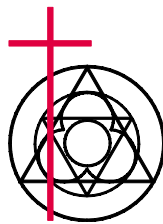


TRINITY EPISCOPAL CHURCH  
130 North West Street  
Wheaton, Illinois 60187  
630.665.1101  
ww.trinitywheaton.org



The Rev. Kevin Caruso, Rector  
The Rev. Dcn. James C. Lanning  
The Rev. David Fischer, Priest Associate  
The Rev. Robin Currie, Priest Associate

**Trinity Episcopal Church, Wheaton, IL  
Parish Administrator**

This position will remain open until filled. Applications will be accepted starting 8/9/2021

**Position Overview**

The Parish Administrator reports to the Rector, Trinity Episcopal Church. The Parish Administrator will serve 15 hours each week; the schedule to be determined in collaboration with the Rector. The compensation for the Parish Administrator is \$18- 22/hour, depending on experience and qualifications, plus paid time off, and 403(b) contributions. This position is classified as Exempt – Administrative/Professional.

**Parish Description**

Trinity Episcopal Church is a member parish of the Episcopal Diocese of Chicago and the Episcopal Church in the USA. Located in Wheaton, IL, the parish is a few blocks from a Metra station and close to Roosevelt Rd (34). The membership of the parish strives to Love God, Love our Neighbors, and by doing so Change the World. Learn more about us at [www.trinitywheaton.org](http://www.trinitywheaton.org)

**Using YOUR Strengths and Gifts**

At Trinity, you will be a part of a parish where we recognize that the work and ministry we share in evolves over time. As a result, we also recognize that staff positions will also need to evolve over time (for example who could have imagined the changes made necessary by COVID-19?). Consequently, we are committed to partnering with the person hired to make the position fit both the needs of the parish and the gifts and skills they have to offer. Moreover, we are committed to supporting every member of our staff develop the skills and experiences necessary to be successful in their ministry/work.

**Parish Administrator Duties**

*Information Management*

- Maintain membership database and mass email database
- Maintain non-financial parish records and provide appropriate reports

*Administrative Support*

- Create and maintain a welcoming and helpful environment for callers, visitors, members and correspondents
- Provide administrative support to the Rector, staff, lay leadership, vestry and committees
- Ensure adequate inventory of supplies and working order of equipment Program and Event Support
- Support book keeper by processing bills, copying checks and other related tasks

*Facility Use and Maintenance Support*

- Oversee the scheduling of virtual meeting rooms, physical room space and equipment for meetings and events.
- Communicate facility and equipment related needs to Rector, Buildings and Grounds Committee and custodial staff
- Administer policies concerning building and equipment use, rental, security and maintenance Liturgy Support

**Love God. Love Neighbor. Change the World**

### *Liturgy Support*

- Assist with preparation of worship materials, bulletins, and online resources for Sunday and other services

### *Volunteer Support*

- Recruit, coordinate and schedule volunteers as needed, under direction of the Rector or committee leadership
- Assist in coordination of special events

Note: This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted at any time.

### **Knowledge, Skills and Abilities**

1. Demonstrated organizational skills, including calendaring, project coordination, and prioritization; ability to work independently and effectively manage workload
2. Welcoming disposition, with a willingness to accept and serve all who come to Trinity
3. Knowledge of office etiquette and effective communications skills, both verbal and written; with a special emphasis on grammar and proofreading skills.
4. Ability to maintain confidentiality at all times regarding persons and information.
5. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs
6. Basic knowledge of invoice and purchase order transactions
7. Must be able to lift [10-15](#) pounds in order to perform office related operational tasks
8. Familiarity with (or willingness to quickly learn) the following applications:
  - a. Automated Church Systems (ACS)
  - b. Microsoft Windows 2010
  - c. Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access)
  - d. Google Suite
  - e. Facebook
  - f. Constant Contact
  - g. Sign-Up Genius
9. Must pass standard personal background check to comply with church requirements

### Qualifications

- Minimum 3 years of office experience, including communications, is highly preferred
- Experience in a church or other ministry setting is highly preferred
- Associate's or Bachelor's degree in Administration, Communications, office support, or related area, is desired

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and record-keeping experience to the Rector, The Rev. Kevin Caruso at [kcaruso@trinitywheaton.org](mailto:kcaruso@trinitywheaton.org)