

Office Administrator
The Episcopal Church of Saints James and Andrew
Greenfield, MA

Saints James and Andrew is a parish church of the Episcopal Diocese of Western Massachusetts. We have nearly 200 members who live throughout Franklin County. We believe God is calling us to cultivate a community of love, joy, hope, and healing. Jesus is our model for a life of faith, compassion, hospitality, and service. We strive to be affirming and accessible, welcoming and inclusive; we seek to promote reconciliation, exercise responsible stewardship, and embrace ancient traditions for modern lives. For more information:
<http://www.saintsjamesandandrew.org>.

Position Description

The Office Administrator works closely with clergy, staff, and volunteers to manage the business of the parish, including both parish life and facilities usage. The Administrator is responsible for managing parish communications through phone, email, calendar, and mail; weekly Mailchimp Campaigns; managing Weebly website and Facebook Page. The Administrator is also responsible for final formatting and printing of weekly leaflets; special mailings; organizing worship schedule; ordering and managing office supplies; maintaining parishioner records and office files; managing property use administrative needs, including arranging contracts with clients; collecting fees and maintaining basic property use income bookkeeping; and responding to property needs and concerns. The Administrator is the initial contact for both members and visitors to the office. This position is in person with office hours on Tuesdays and Thursdays for 16 hours per week (8 hours per day, including paid 30 minute lunch break); \$22 an hour. The Office Administrator reports to and is supervised by the Rector, or the Co-Wardens in her absence.

Qualifications:

Education: B.A. or B.S.

Experience:

- Proficient in Google Suite, Mailchimp, Weebly, Facebook Professional Dashboard, Microsoft Word and Excel.
- Familiarity with basic bookkeeping.
- Previous experience in an office environment

Skills:

- Demonstrated leadership. Self starter.
- Strong oral, written, verbal, and interpersonal communication.
- Effective collaborator, hospitable nature, maintains excellent boundaries.
- Integrity, honesty, attention to detail, and respect for confidentiality.
- Ability to multitask, take initiative and make decisions under the constant pressure of deadlines. Ability to work with parishioners and clients with diverse personalities and differing opinions.

Please send a cover letter with a resume if interested in applying.