



St. Paul's Episcopal Church

**OPEN POSITION: Full-time Parish Administrator – Deadline for applications, July 5, 2021**

St. Paul's is a thriving faith community of over 400 families located in the heart of Brunswick, Maine in the Diocese of Maine. We are called to serve Christ by offering generous hospitality and inspiring worship in-person and digitally in greater Brunswick and beyond. For over 175 years, our community has been a partner with our neighbors helping to found several non-profit services that we still support. We are searching for a parish administrator who is a highly competent and skilled to perform a broad spectrum of senior administrative functions efficiently, providing a safe and collaborative environment. For more information about our parish, visit our Facebook page [www.facebook.com/StPaulsBrunswick](https://www.facebook.com/StPaulsBrunswick) and website, [www.stpaulsmaine.org](http://www.stpaulsmaine.org)

**Position Description**

The parish administrator reports to the rector, supervises the part-time administrative assistant, coordinates financial work with the treasurer and bookkeeper, supervises building and grounds volunteers, and manages all digital platforms including hardware. This position is full-time (40+ hours per week, paid hourly, \$20-23/hour) with some weekend and night work necessary. The position includes benefits.

**Requirements**

- General financial experience.
- Experience writing high level reports.
- Experience with digital platforms and software such as Facebook, Facebook Live, YouTube, Zoom, Twitter, Mailchimp, Office Suite, Quickbooks, Publisher, CANVA for newsletters, church software such as BREEZE.
- Experience managing personnel, contracts and building maintenance.
- Certified in "Safe Church" program or be willing to complete it

**Skills**

- Demonstrated initiative and common-sense decision-making.
- Able to anticipate, plan for seasonal tasks and meet deadlines.
- Able to enforce practices of "Manual of Business Methods in Church Affairs."
- Able to work with diverse personalities and people with differing opinions.
- Demonstrated ability to write reports.
- Ability to manage and supervise others.
- Demonstrated organizing skills.
- Able to work a varying work schedule and sometimes long hours.
- Able to handle confidential information and set healthy interpersonal boundaries.

**Tasks**

*Administrative*

- Oversee and maintain computer network, hardware and software; one network and six workstations.
- Coordinate financial tasks with treasurer and administrative assistant.
- Ensure kitchen, restroom, and office supplies are adequate.
- Ensure that office equipment is in working order.
- Keep current all member information in BREEZE software.
- Enter newcomer information in BREEZE, generate welcome letter and inform clergy of newcomers.
- Maintain updated financial files, parish ministry team minutes and reports including Vestry minutes.
- Ensure updated copier contract, network, boiler contract work, HVAC contract work, annual application for Barnes building registration State of Maine.
- Maintain official parish records of services and attendance.
- Prepare calendar, coordinate building and grounds use with parish ministry groups and community groups such as AA, Foster Families, Oratorio Chorale, CHANS bereavement group.

#### *Communications*

- Ensure that all preparations for Sunday worship, digital links and in-person are completed weekly.
- Design and produce and update name badges for parishioners and staff.
- Prepare Friday Mailchimp emails and other Mailchimp emails as needed during the week.
- Prepare monthly newsletter, “The Messenger.”
- Collaborate with Stewardship Ministry Team to produce theme, logos, mail merge letters for campaign and thank you, pledge cards, electronic giving (BREEZE) information.

#### *Building and Grounds*

- Ensure worship space is scheduled for proper level of heating for Sunday worship.
- Ensure Great Hall and Parish Office air conditioning is scheduled in summer.
- Coordinate with Building and grounds volunteers and contractor to ensure lawn care and cleaning of building.
- Assist Buildings and Grounds volunteers in arranging for building needs such as plumbing, electrical, garbage, recycling, and compost removal.
- Collaborate with maintenance contractor to prepare memorial garden for interment.

#### *Financial*

- Help prepare and oversee budget.
- Produce documentation and submit payroll to diocese.
- Produce stewardship reports, parish annual report and annual Episcopal Church parochial report on line.

Please apply to:

St. Paul’s Church, Attention: Rector, [stpauls@stpaulsmaine.org](mailto:stpauls@stpaulsmaine.org)