

Job Title	Parish Administrator for Holy Trinity Episcopal Church of Oxford
Summary	Office administration, project implementation, marketing, advertising, communication, research, public relations and for parish ministry programs and activities. Scheduling of volunteers for parish activities.
Skills and Credentials	<p>Qualifications:</p> <ul style="list-style-type: none"> • High school diploma required, Bachelor's degree or higher strongly preferred. • Advanced competencies in written and oral communication. • Proficient with Microsoft Office Professional Suite; website maintenance; social media; web-based communication software and internet search. Able to produce and post basic videos, audio files, graphics, documents and photos to a variety of websites. • Highly organized, able to multitask and respond to rapidly changing priorities. • Maintains confidentiality, professional demeanor and appropriate boundaries. Possess excellent customer service skills. • Must pass criminal and credit background checks.
Reporting Relationship	Reports to Rector (or Priest-in-Charge, Interim Rector, Deacon-in-Charge, or Senior Warden, in that order of succession). The Parish Administrator will not be a member of the parish.
Time	19 hours per week.
Salary	\$19.10/hour

Values

As the face of Holy Trinity Episcopal Church to parishioners and the general public, the Parish Administrator serves as a warm and welcoming presence, eager to be of help.

Vision and Mission Statement

At Holy Trinity Episcopal Church, we worship, learn and serve -

- to celebrate God's blessings and see God in all people,
- to deepen our understanding of a complex and conflicted world,
- to strive for mercy and justice, inclusiveness and peace,

in connection with community and campus.

Our Commitment to Welcoming and Accepting

Holy Trinity is a welcoming congregation offering spiritual sanctuary to all persons. We recognize each individual as a unique child of God. We commit ourselves to making justice and inclusivity a reality in this congregation and the world.

Duties of the Position

1. Performs office administrative duties as needed to support parish activities.

- a. Checks email and voicemail throughout each workday. Responds in a timely manner to inquiries, forwards emails/messages to appropriate person/people, and keeps email inbox organized.
- b. Maintains parish calendars online.
- c. Updates the website as requested/needed.
- d. Creates and maintains electronic records and databases on office computer and web-based shared drive as well as paper files and archives.

- e. Processes paper mail.
 - i. Handles incoming cash and checks according to policies.
 - ii. Takes mail to the post office weekly or more often as needed.
 - f. Buys stamps, office supplies and custodial supplies as needed.
 - g. Maintains office computer hardware, software, Internet access, parental controls, and backup procedures. Calls and assists with paid and volunteer service personnel as needed for advanced computer and office equipment maintenance.
 - h. Prepares materials for worship services as requested such as bulletins, fliers, and prayer lists.
 - i. Maintains parish subscriptions to *Forward Day by Day*, diocesan publications and the *Anglican Digest*.
 - j. Performs copyright documentation online for all music used for parish events.
 - k. Performs any other clerical duties needed.
- 2. Performs the marketing and communication needed to promote the parish.**
- a. Designs and implements advertising and marketing of programs and activities to potential members of the parish in conjunction with the Rector.
 - b. Researches and implements new marketing opportunities.
 - c. Serves as communication hub for the phone, mail, email, website and social media.
 - d. Maintains databases in Constant Contact and other online databases as needed.
 - e. Creates online sign-ups, surveys and events for meetings, projects, parish events and volunteer opportunities.
 - f. Updates and distributes parish directory as often as changes are made.
- 3. Monitors use and maintenance of the building.**
- a. Schedules use of building and maintains central calendar for it.
 - b. Obtains signed building agreement use forms from outside users.
 - c. Maintains inventory of keys. Distributes to building users as appropriate.
 - d. Monitors status of building, grounds and property; contacts cleaning or repair persons as needed in consultation with the Junior Warden and/or Treasurer.
 - e. Maintains inventory of equipment and furnishings. Researches and obtains new equipment and furnishings as requested.
 - f. Maintains organization and professional appearance of office suite, storage areas, conference room and community room.
- 4. Assists the Rector, staff and volunteers in planning and executing programs and activities for the parish.**
- a. Assists parish volunteers and staff with organization, publicity and administration for member-led projects and events.
 - b. Assists Rector with preparation of yearly reports such as the Parochial and Annual Reports.
 - c. Provides administrative and communication assistance for fundraising.
 - d. Provides support for charitable outreach. Screens calls from community members for charitable assistance with tact and confidentiality. Makes referrals to community resources or to clergy according to church policies and procedures.
- 5. Manages office and building functions within yearly budget.**
- a. Provides input for the yearly budget and fundraising goals.
 - b. Manages expenditures within the budgetary framework and presents additional needs to the Treasurer.
 - c. Complies with standard financial policies and procedures of the parish.
- 6. Performs other duties as assigned by Rector.**
- 7. Prepares yearly professional development plan. Develops knowledge and skills in**
- a. church marketing/communication;
 - b. parish administration; and
 - c. Episcopal Church structure, governance, worship and beliefs.

8. Reports to Rector for own periodic performance evaluation.

- a. Meets with the Director in September, January and May for performance evaluation. September and January are reporting meetings only; yearly evaluation is completed each May.
- b. Plans continuing education and performance goals in collaboration with Rector in September for each year.
- c. Reports on progress towards goals to Rector in September, January and May.

Written 8/10/22: Karen Schilling and Julie Fisher