

JOB OPENING

Church Administrator

St. Paul's Episcopal Church

16 N. 16th St

Wilmington, NC 28401

Part-time *approximately 29 hours/week*

Benefits *paid leave, holidays, and retirement plan,*

Pay *up to \$25 per hour*

Reports to the Rector

Position Summary:

Complete a broad variety of administrative tasks that facilitate the Rector's ability to effectively lead the organization.

Responsibilities:

Clerical and Communication Leadership

- Provide clerical support with confidence and competence to the Rector, including managing church calendars, scheduling meetings, overseeing the preparation of worship bulletins (Publisher), church communications (Mailchimp, Canva, and various social media platforms), and website updates.
- Prepare and proofread documents and reports with accuracy
- Perform data entry and maintain accurate records including our new membership database, Realm.
- Work in tandem with associate clergy, staff, volunteers, members, repair and service workers, and visitors; and be a consistent, welcoming, and responsive presence in the church office.
- Serve as the primary point of contact for internal and external persons on all matters pertaining to the business of the church.
- Utilize Google Workspace and other software applications to
 - Create, edit, and organize documents, spreadsheets, and presentations
 - Manage email correspondence and maintain an organized inbox
 - Coordinate and schedule appointments
- Schedule and organize volunteers to greet visitors and handle reception desk duties as needed
- Transcribe meeting minutes and other important documents

- Perform general clerical tasks such as filing, photocopying, and purchasing and organizing office supplies

Administrative Leadership

Provide administrative support with confidence and competence to the Rector, with regards to

Leases

- Work with the Rector and Finance Department to ensure that the terms and conditions of the rental use agreements with organizations using Parish facilities and related documents are maintained and up to date.

Information Technology

- Work with Clergy, Staff, and volunteers to plan and implement the information technology needs of the parish
- Familiarity and operation of Church accounting software, Microsoft Excel, Word or Google equivalent.

Facilities

- Work to maintain an inventory of parish equipment and assets and provide ongoing care, tracking and maintenance of such assets and equipment
- Work to monitor building access and key distribution
- Work to coordinate facility use for outside groups including use policies, rental rates, operational procedures, and appropriate after-hours building staffing
- Work to monitor parish utility and energy usage for efficiency and cost control
- Prepare administratively for future renovations in conjunction with Finance Manager

Safeguarding and Security

- Serve as administrator for the *Safe Church, Safe Community* online training platform for those who work with children and vulnerable adults
- Administer and organize background checks for employees, certain volunteers, and keyholders

Anything else that is needed

- This position is responsible for many aspects of church life that arise. Please see the following desired qualifications and read them carefully before considering application.

Qualifications:

- Confidence to support, empower and stand alongside the Rector
- Ability to anticipate the needs and preferences of the Rector
- Familiarity with an Episcopal or liturgical church setting

- Punctuality in arriving to open the church office
- Proven experience as an office administrator, personal assistant, general office professional, or similar role
- Proficiency in using Google Suite, Microsoft Office Suite, and other relevant software applications
- Proficiency in communicating via Mailchimp or equivalent and social media platforms
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Excellent written and verbal communication skills
- Attention to detail and the ability to maintain confidentiality
- Ability to solve problems, multitask, and work effectively in a fast-paced environment
- Strong customer service skills with a professional demeanor
- Loyal and trustworthy
- A willingness to come in early or stay late if something needs to be done.

Physical Requirements::

- Mobility sufficient to move about church property including climbing stairs.
- Sight and hearing adequate to perform the duties of the job.
- Ability to lift and carry up to 25-40 lbs pounds on occasion.
- Ability to sit at a computer for moderate periods.
- Ability to pass a background check.

This is an exciting opportunity for an experienced office administrator to join our team. We offer competitive compensation and benefits packages. If you are a highly organized, self-starting individual with excellent communication skills and a heart for service, we would love to hear from you. Please submit your resume, including references, along with a cover letter detailing your relevant experience to rector@spechurch.com.