

Parish Administrator Position

St. Alban's Episcopal Church, 1501 Washington Avenue, Albany, CA 94706
510-525-1716 info@st-albans-albany.org
<https://stalbansalbany.org/>

St. Alban's Episcopal Church is a small welcoming parish of approx. fifty members seeking to provide a comfortable and strengthening place for Christian worship; to care for one another and to reach out to those in need. We are a diverse group of committed, open-minded Christians gathering weekly for worship, friendship, support and service. We believe in sharing what we have, so many other folks use our space, too.

The Parish Administrator works collaboratively with the clergy of St. Alban's, the Wardens, the Vestry, the Vestry's designee(s), volunteers, tenants, and outside vendors to ensure the efficient operation of the Parish in the fulfillment of its mission. The Parish Administrator manages the church office and performs other tasks as outlined below for the congregation and its lively community hub. The Parish Administration is often the primary representative to the larger community.

Supervised by: Rector (or Senior Warden when there isn't a rector, as is the current case)

Hours: The position is 20 hours per week, generally 4 days/week, 9am-2pm but this can be altered to suit both administrator and the church. Candidate must be open to being flexible in hours if needed.

Benefits: Defined Contribution Retirement Plan; two weeks paid vacation; short-term and long-term disability insurance; Employee Assistance Program, Salary Continuation (in lieu of State unemployment insurance). This position qualifies for the Diocesan health insurance plan, which the employee may elect to pay for (not paid by employer).

Salary: Competitive, DOE.

Areas of responsibility:

Working closely with the Rector (or Senior Warden), the Parish Administrator manages the church office, facilities, and rental spaces, and oversees other projects as assigned.

Qualifications:

BA degree or extensive experience equivalent. Must have 3-5 years of prior office administration experience. Familiarity with the Episcopal Church (or other church office settings) is a plus, but not required.

Pro-active self-starter able to prioritize among key distinct tasks and multi-task.

The ideal candidate will be detailed-oriented, focused on service, have excellent communication skills, organizational and interpersonal skills, problem-solving skills, and experience in working collaboratively with others.

The candidate must demonstrate proficiency with Mac computers and standard software programs (including Pages, Excel, Word, and Google apps). We use ServantKeeper for donation tracking and membership database management: the administrator will be expected to learn and manage this system, including managing online giving.

Experience with creating and updating information published on website and the use of social media.

General tasks include

- Oversight of office administration
- With Rector (Senior Warden), share supervision of custodial staff
- Recruit and supervise office volunteers
- Create and maintain filing system for and organization of office and church materials
- Order and maintain office supplies
- Keep church up to date with larger organizational deadlines (i.e., Diocesan audit, parochial report, property tax, wheelchair lift service, insurance renewal, fire inspections, etc.)
- Manage parish member database, directory, and online giving in ServantKeeper
- Attend annual parish meeting (generally the 3rd or 4th Sunday in January)
- Work with vendors who repair and maintain office equipment and building
- Submit bi-weekly payroll accounts to Diocese
- Maintain church calendar
- Maintain filing and retrieval system (print & online) for church documents

Finance

- Work collaboratively with church bookkeeper, including weekly check-in by phone, email or in person and tracking of online donations.
- Prepare check requests and reimbursements
- Accept and processes donations and payments
- Coordinate weekly deposits
- Prepare quarterly and end-of-year pledge/donation statements for parish members, donors, others.

Communications

- Attend weekly (1 hour) staff meetings and Annual meeting. Provide monthly written report to Vestry and attend occasional monthly Vestry meetings when necessary.
- Answer phone. Pick up phone messages, and respond in a timely manner to email communication
- Compile, prepare, publish/distributes in print and/or online, church publications and reports, including weekly e-newsletter, directory,

signage, and annual report (must be able to produce MailChimp communications for the parish)

- Maintain church website and social media, and advertising for public events
- Prepare mailings and administer the upkeep of all bulletin boards and information tables.
- Maintain and coordinate events on Google Calendar, including both rentals and all other church and community related events.

Building Use

- Oversee the use, safety, security, maintenance, and cleanliness of church facilities day-to-day as well as during special events.
- Track and manage building keys issued to parishioners and renters
- Facilitate “Safe Church” key holder policies with the Diocese.
- Work with event renters to book venue, process fees, and answer questions
- Serve as the interface with tenants, cleaning staff and all vendors
- Coordinate facilities rentals program including scheduling of event hosts if needed
- Collaborates with church committee on all matters related to the maintenance of the building and grounds
- Schedules maintenance of lift, pianos, and organ

Hospitality:

- Greet and meet visitors, inquirers about facility usage, contractors, people in need
- Functions as primary staff liaison with long-term tenants and short-term renters.
- Coordinate church rentals, including ongoing community rentals and one-time rentals such as memorials and special events

Worship

- Work with worship leaders, altar guild, organist, and lay leaders to coordinate scheduling, especially for holidays/special services.

Applications received by October 22, 2021 will be given priority consideration, but applications will be accepted until the position is filled. We hope to activate the appointment by December 1.

To apply: Please email a one-page cover letter, resume, and three references to: Hiring Committee: info@st-albans-albany.org