St. John’s Episcopal Church
Arlington, MA

Parish Administrator (Part-time)

JOB DESCRIPTION:

Coordinate and perform diverse administrative tasks in an office with multiple functions, including reception, office supply, equipment maintenance, digital and paper file maintenance, and physical office organization. Perform clerical and administrative tasks such as parish communications, website management, bulletins, brochures, newcomer materials, parish reports, and data management necessary for orderly operation of the parish. Work under the supervision of the clergy and the wardens. Be directly accountable to the clergy with periodic meetings to prioritize tasks and projects according to the needs of the parish.

GENERAL EXPECTATIONS

Maintain confidentiality.

Provide consistent presence in office during the week. Hours maybe flexible.

Produce Sunday worship materials, as well as worship materials for pastoral services and other special services.

Maintain open and direct communications with members of the parish, the lay leadership and the Priest in Charge.

Work as part of a team as well as independently, and maintain good, open and professional relationships.

KEY RESPONSIBILITIES OF THE PARISH ADMINISTRATOR:

Produce, under the supervision of the Priest in Charge, a monthly electronic newsletter and regular postings of parish events and activities.

Upgrade skills as necessary to handle new communications media.

Update the website on a monthly basis and as needed.

Schedule all worship volunteers and send timely reminders to these volunteers. Send out and post up-to-date three-month liturgical schedules.

Maintain and manage parish databases, including updating membership and mailing lists, and produce an updated parish directory at least once a year. Produce occasional all-parish mailings.

Serve as receptionist for the parish. Maintain a warm, friendly, positive, sympathetic and diplomatic manner in personal, telephone and email contacts.

Maintain an organized office. Order supplies and maintain office equipment in a timely manner.
Solicit help when necessary or refer inquiries to other members of the parish.

Work as part of a team as well as independently, and maintain good, open and professional relationships.

Notify, plan and coordinate absences such as vacations with the clergy and wardens in a timely manner.

Manage time and projects effectively.

Coordinate requests for rental of property and manage rental contracts, including assessing plans for usage, assuring proper insurance coverage, providing rules for rental including provision for key, coordination with members of the parish if a parishioner’s presence is needed and informing the wardens and property committee of the rental request.

Anyone interested can contact:

The Rev. Diane Wong, Priest in Charge
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