

St Michael's Episcopal Church
140 N Warren St, Trenton NJ
Job Description - Parish Administrator

Summary

The part-time Parish Administrator performs clerical and administrative functions so the Church office is both welcoming and efficient.

Primary Responsibilities

- Manage Church mail, phone, and email communications
- Maintain master calendar (within Google Suite)
- Prepare and copy weekly and special worship bulletins
- Act as liaison between Church and outside groups
- Assist with sending weekly Mail Chimp newsletter
- Assist with social media accounts and website maintenance
- Write letters as needed
- Other administrative duties as assigned

Desired Qualifications

- Ability to maintain confidentiality and trustworthiness
- Experience with (or willingness to learn) Gmail, Google Suite, Google Voice, Mail Chimp, Microsoft Office, Shepherd's Staff and WordPress
- Self-motivated, requiring minimal supervision
- Superior verbal and written communication skills in English
- A knowledge of conversational Spanish is welcomed, but not required
- A high school diploma or equivalent is required

Immediate Supervisor

The Parish Administrator shall report to the Vicar (or the Senior and Junior Wardens during a pastoral vacancy or absence).

Hours and Salary

The Parish Administrator shall work five hours each week. At least three hours shall be on-site (preferably Tuesday and/or Thursday). Up to two hours may be completed off-site. The payment for this position shall be \$15.00 per hour, payable on the last Sunday of each month.

Time Off and Holidays

The Parish Administrator shall not receive paid time off. Unpaid time off must be approved by the immediate supervisor. The Church office shall be closed on all federal holidays.

Evaluation

The Parish Administrator's performance shall be evaluated annually by the Vicar (or the Senior and Junior Wardens during a pastoral vacancy or absence) with input by the Vestry. The terms of this position may be adjusted as necessary and reasonable.

Termination

The Church, under the sole discretion of the Vicar and the Vestry, may immediately terminate this agreement without cause upon written notice. Parish Administrator may terminate this agreement with two weeks' written notice.

To apply, please send resume and cover letter to:

c/o St Michael's Episcopal Church
Attn: the Rev'd Mark David Johnson
140 North Warren St
Trenton, NJ 08608
stmichaelschurchtrenton@gmail.com