



With God's help, we seek the transformation of lives through sharing the gifts of God's grace and love.

Date Posted: 8/19/2024

Position: Parish Administrator

Scheduled Work Hours: 20

Church Size: 90 Average Sunday Attendance

Job Description

The **Parish Administrator** is a member of the St. Alban's Staff and reports directly to the Rector (senior pastor). The purpose of this position is to coordinate the administrative operations of the parish, which involves working with staff and volunteers. The Parish Administrator is expected to work an average of 20 hours a week, which will include some Sunday mornings.

The Parish Administrator has excellent communication skills (written and verbal) and is proficient in Microsoft Office and comfortable learning other web-based programs. This position is best filled by someone who is organized, self-directed, and good with people.

Role Responsibilities The specific responsibilities include but are not limited to:

Worship

- Coordinate with Clergy, the Director of Music, and Altar Guild and Vergers on all weekly and special services
- Produce and publish bulletins and announcements for all services
- Schedule worship leaders and other worship-related volunteers
- Oversee Livestream staff and volunteers
- Track and report music and attendance

Parish Life

- Oversee Prayer List, track Newcomers, and maintain Parish Directory
- Equip, support, and promote online and in-person events and meetings
- Support all-parish events, including campus needs, volunteers, advertising, and set-up and clean-up; this is often in coordination with another staff person or lay ministry leader

Property and Rentals

- Work closely with the Junior Warden (volunteer lead on Building & Grounds) on assessing building needs and serve as the on-campus point of contact for services for vendors.
- Field, track, and report requests for reservations and rentals
- Coordinate with ministries and outside groups on setup and cleanup
- Maintain list of people with building access and work with security company

Communications

- Design, coordinate content, and send out Weekly eNews and special all-parish emails
- Update website and YouTube weekly, and social media (Facebook, Instagram, Nextdoor) as needed
- Design and produce on-campus signage and bulletin boards

Other Administrative Duties

- Maintain office supplies and ensure the copier is stocked and properly functioning at all times
- Work with volunteers and vendors on kitchen and cleaning supplies
- Help pull together Parochial Report every year
- Maintain Church Register and maintain electronic and paper files
- Provide tech support for staff as needed

Education and Experience

- Undergraduate degree or at least two years' experience within a comparable role.

Other Requirements

- Employment is contingent on a successful completion of criminal background check.
- Three references are required, including at least one personal and one professional reference.
- Upon hiring, must complete Safeguarding certification process.

Compensation and Benefits

The position is 20 hours/weekly, with salary, pension contribution, vacation, and sick time. Annual salary range is \$20,000 - \$25,000, depending upon agreed hours, training, experience, and demonstrated abilities.

Submit a cover letter and resume to the Rev. Peggy Lo at peggy@stalbansaustin.org.

Visit us online at www.stalbansaustin.org.