

St. Luke's Episcopal Church- Denver

Parish Administrator Job Description

The Parish Administrator, like all staff, is expected to be a positive example for others by living as an authentic witness of Jesus Christ and being engaged in the life and ministry of St. Luke's. There is no expectation, however, that the Parish Administrator be present on Sunday mornings, outside of the day of the Annual Parish Meeting. There will be special times in the life of the parish, for example, the weeks before Christmas and Easter, which may require hours beyond the regular work week. Salary and benefits are commensurate with experience. This is an at-will non-exempt, full-time position.

The Parish Administrator reports to the Rector and has the primary responsibility of managing the parish in the areas of facility management, volunteer coordination, and communications. As the face of St. Luke's with vendors and contractors, the Parish Administrator must have excellent interpersonal skills and represent St. Luke's in a positive manner.

Minimum Qualifications:

- Three or more years of administrative experience in an office environment
- A moderate understanding in budgeting and basic bookkeeping, including the ability and willingness to learn specialized church membership software
- Proven knowledge and proficiency in standard business software, including Microsoft Word, Excel, Publisher, and Powerpoint
- Maintain a valid Colorado Driver's License
- Proven knowledge and proficiency in electronic media, including email and social media
- Ability to use standard office equipment, including multi-line phones, computers, printers and photocopiers
- Have excellent communication skills: written and verbal

Preferred Qualifications:

- Strong integrity, honesty, and confidentiality
- Must be comfortable engaging with a diverse cross-section of people
- Self-motivated and can work independently
- Experience working with, motivating, and coordinating volunteers
- Keep detailed records
- A team player, who is humble, compassionate, and has a sense of humor
- A basic knowledge of The Episcopal Church
- It is preferred that the candidate not be a member of St. Luke's Episcopal Church

Regular Duties

Facility Management:

- Maintain parish calendar of events, including oversight of the use of church facilities by parishioners, ministries and outside groups
- Schedule maintenance, cleaning, and repairs of the church property
- Oversee columbarium records, including the sale of niches, interments and purchase of nameplates, etc.

Volunteer Coordinator:

- Provide support for volunteer leaders in church ministries
- Recruit, develop, and support office volunteers who may assist during normal business hours
- Maintain *Safeguarding God's Children* records for all volunteers

Communications:

- Prepare and print weekly service bulletin
- Produce and send email weekly events and news with *Constant Contact*
- Produce and distribute monthly parish newsletter (electronic and hard copy)
- Prepare, publish and distribute parish Annual Report
- Manage website and social media
- Produce and distribute quarterly and annual giving statements

General Administration:

- Keep parish records up-to-date, including; membership rolls and pledge records in *Realm*
- Process weekly contributions
- Order office supplies and manage purchase orders for supplies for ministries
- Organize and retain business records
- Other duties as assigned

This position is full-time with benefits including retirement fund contributions and a health care package. The salary range will depend on the experience level and skill of the candidate.

To apply:

Please send a cover letter, resume, a writing sample (such as a newsletter or similar publication that the candidate had the lead in producing), and a list of references to the Reverend J. Sierra Reyes at jobsearch@lukeonline.org by July 6.