

Office Manager/Parish Administrator  
Grace Episcopal Church  
<http://www.gracekirkwood.org>

**Essential Function:** This position is responsible for carrying out the administrative and operational services of Grace Episcopal Church including broad oversight of fiscal, physical, and human resource issues in addition to providing support to the Rector and Vestry and facilitating coordination among the Rector, staff, Vestry, and all ministry areas.

**Accountability:** The position reports to the Rector with interface responsibilities to other clergy and staff as well as lay leaders and parishioners.

**Essential Job Related Skills:**

- Strong financial background with experience and knowledge in accounting, budget preparation, and general fiscal management of the church
- Strong leadership and management skills with the ability to oversee and direct multiple projects, including facility management, accounting, and administrative
- Experience working with the community
- Excellent communication skills, ability to act as liaison between Vestry, committees and the Rector by developing and implementing communication systems to achieve this end
- Experience in planning meetings and strategic development
- Special knowledge in working with volunteers and coordinating multiple committees
- Knowledgeable in contract review, vendor negotiations, and purchasing
- Computer literate, with knowledge of MS Word, Excel, PowerPoint, Publisher and the ability to learn software quickly

**Essential Interpersonal and Self-Management Skills:**

- Must be self motivated, organized, detail-oriented, and able to prioritize, plan, and manage multiple tasks
- Excellent written and verbal communication skills
- Good interpersonal skills with the ability to work well with a diverse group of volunteers, co-workers, staff, and parishioners
- Be highly organized with excellent record keeping skills and the ability to manage others to maintain the same.
- Must possess a high degree of confidentiality regarding information concerning the parish and the staff.

**Duties and Responsibilities:**

**Operational:**

- Oversee administrative function of the Parish including decision-making and approvals related to operations
- Oversee coordination of major projects and initiatives, both ongoing and special or one-time.
- Oversee preparation of Diocesan and other church reports.
- Be the primary contact of the Parish....answering phones and greeting visitors....the "face of the Parish".
- To provide secretarial support for the clergy and staff.

- Maintain the Columbarium records
- Maintain the parish membership information in the parish database (Servant keeper)
- Update and publish the Parish Directory
- Maintain the parish calendar and schedule room usage, insuring there is no overlap
- Schedule appointments for clergy and staff.
- Insure that the Church maintains adequate insurance coverage.
- To implement and reinforce the policies and practices established by the leadership of Grace Episcopal Church.

**Staff:**

- Supervise, guide, and support, the daily work of the office and operational staff.
- Ensure regular communication between and among staff.
- Assist the Rector in monitoring all staff work to ensure accountability, encourage success in staff positions, and ensure that parish goals are being met.
- Assist in providing staff development and overseeing all personnel matters, policies and records, including salary and benefit administration with the Diocese and Pension Group interfaces.
- Interface with the Personnel Committee to insure all policies are being met.

**Support to Rector and Vestry:**

- Work with the Rector to provide appropriate information and materials, and facilitate communications between vestry, governance committees and other bodies of the Parish.
- Provide clerical and logistical support to the clergy
- Oversee the publication of the weekly bulletins for various worship services
- Oversee the publication of the monthly newsletter(The Messenger).
- Assist the leadership of the Parish in the preparation of the Annual Report.

**Managing the Property:**

- Working with the Junior Warden, develop and institute custodial and maintenance procedures and schedules
- Oversee repairs and preventative maintenance to the building and equipment
- Negotiate, working with the Junior Warden, all service contracts
- Ensure the building has adequate security measures in place
- Interface with the Lab School in building and facility usage and upkeep.

**Job Details:** The position is full time (40 hours per week) and a salary range of \$15-\$20 per hour. Weekly hours may be flexible ( the potential of some Sunday schedule.) Benefits are also available.

Please reply with resumé to [workatgrace@gracekirkwood.org](mailto:workatgrace@gracekirkwood.org)