

St. Peter's Part-Time Office Administrator

Job Description

Hours: 10 hours per week (Flexible arrangement, e.g., 3 hours 2 days, 4 hours one day)

Classification: Part-Time, Non-Exempt

Reports To: Priest in Charge (Rev. Myrna Koonce stpetersrevkoonce@gmail.com)

Job Summary

The Office Administrator manages the day-to-day office operations of the church. As such, the administrator's chief responsibilities are to support the Rector and lay leaders of the parish in their mission and ministries primarily through routine administrative duties and support tasks. This role serves as the central hub for parish communications, digital media management, and weekly worship preparation. The ideal candidate is highly organized, self-motivated, and comfortable using modern digital tools to keep the congregation informed and connected. The administrator is required to maintain high levels of confidentiality and discretion, and, as one of the points of contact for visitors, parishioners, and vendors, it is critical for them to be both personable and welcoming as well as professional in their interactions with others. This position requires one to pay close attention to details, be flexible adjusting priorities as needed, and take a proactive, self-directed approach to managing tasks.

Weekly Tasks

- **Worship Leaflets:** Format, proofread, and print weekly Sunday leaflets, seasonal liturgies, and special services in close consultation with priest-in-charge.
- **Data Tracking:** Maintain and update digital files for directories, volunteer schedules, and parish attendance numbers.
- **Key Notes/Constant Contact:** In close consultation with priest-in-charge, help prepare weekly newsletter.
- **WordPress Update:** Perform basic text and calendar modifications to the church website.

Office & Platform Management

- **Google Drive/Nonprofits:** Administer the organization's cloud environment, including file sharing, and storage organization.
- **Reception/Correspondence:** Answer & respond to general inquiries, sort mail, and receive office visitors.
- **Supplies Logistics:** Keep track of central supply inventories and handle essential administrative ordering. May include office supplies, coffee hour supplies, paper goods.
- **Treasurer support:** Scan bills; email to treasurer.

Required Qualifications

- **Proficiency in Word, Excel:** Clean typography skills and capability to build professional layouts for print and tracking templates.
- **Experience in Database Maintenance, Social Media Marketing:** Direct experience building email campaigns, working with audience lists, and managing broadcast layouts. (Constant contact, Breeze Church Management, Facebook, etc.)
- **WordPress Basics:** Familiarity with editors or basic content systems to securely execute basic text revisions.
- **Strict Discretion:** Highest levels of professional discretion when encountering confidential pastoral or financial matters.
- **College degree** and/or Associate Business degree and/or **three years of work experience** as an administrator in a comparable office situation is preferred.
- **Excellent written** and **verbal** communication skills.