

GRACE CHURCH

PART TIME CHURCH ADMINISTRATOR

Job Description:

The Parish is a vital function to the well being of Grace Church. Administrator assists the Priest- In Charge/Rector, responsible for Church's Administrative function, deals on a daily basis with member's requests and issues. This position interfaces with outside community.

Qualifications/Experience:

- Minimum of high school diploma/GED required.
- At least 3 years basic office experience required.
- Capable of multitasking on a regular basis.
- Pays close attention to detail.
- Exhibits strong organizational skills.
- Ability to clearly and effectively communicate information to parishioners and visitors.
- Must have patience and understanding when dealing with confused, grieving or difficult visitors to the office.
- Friendly and courteous, works well with a wide range of different personalities.
- Cannot be a member of the Parish.

Responsibilities:

- First line of contact with members and visitors by telephone and walk-in.
- Manage master church calendar.
- Manage office equipment and supply order.
- Manage database and non-financial records.
- Production of printed material-weekly bulletin, parish mailing.
- Coordinate Weddings, Funerals , Baptisms.
- Maintaining website.
- Keep office clean and orderly.
- Liaison with group using church facilities.
- Perform other duties assigned by the Priest-In –Charge/Rector.

Computer Skills:

- Microsoft Suite.
- Desktop publishing.
- Secured media platform.

Volunteer Management:

- Office volunteer recruitment, training and support.

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- Flexibility and multi-tasking.
- Entrepreneurial support and ability to plan.
- Organize and complete assignment independently,

This is a part time position:

It will require a 19 hour work week,

Schedule is flexible but once determined must be published and adhered to as much as possible.

Salary is based on experience and ranges between \$18,000 to \$22,000 with the opportunity for an annual bonus for exceptional service.

Qualified applicants can send their cover letter and resume to:

Reverend Gary Parker, Interim-Priest, via email frparkergrace1702@gmail.com or via USPS:

The Parish of Grace Church
155-24 90th Avenue
Jamaica NY 11432