

## JOB OVERVIEW

JOB TITLE	<b>OFFICE &amp; GROUNDS ADMINISTRATOR – MEMORIAL EPISCOPAL CHURCH</b>		
PAY CLASS'N	Hourly	PREPARED BY	Grey Maggiano, Daviedra Sauldsberry, Fred Demers
DATE	August 1, 2021	INCUMBENT	
JOB LOCATION	Church Office / Church Building & Grounds	WEEKLY HOURS	<b>M-F 10 am to 4 pm Occasional Weekends (35 hours a week, maximum)</b>
DIVISION / DEPARTMENT	Administration / Facilities	REPORTS TO	Rector

## POSITION DETAILS

JOB PURPOSE	<p>The Parish Office &amp; Grounds Administrator, “The Administrator” is a part-time staff person (35 hours/week), reporting to the Rector. The Administrator acts as overall office manager, responsible for producing and managing most print, email and social communications, scheduling volunteers, and providing administrative support to maintain a smooth-running Parish office and Vestry operations, including event space reservations for outside groups.</p>
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### Office Management (30%)

- Staff and manage the parish remote office - M-F 10 am to 4 pm
  - The Office work can be done remotely - however you will need to be in the office two days a week
  - Answer phones, email and in-person communications
  - Identify and promptly route to Rector, Warden or appropriate committee chair communications needing priority action, according to Rector's directives.
  - Produce, including editing as needed, regular communications (newsletter, bulletins, handouts, etc.)
  - Serve as Parish representative with neighborhood association, and other neighborhood groups
  - Occasional weekend hours (with adequate notice) for Church events
- Facilities
  - Ensure reserved space is open for groups and individuals using the church during the week; as well as maintaining church/building space reservations.
  - Manage parish calendar
  - Office security
    - Maintain accurate list of those who hold keys
    - Log security breaches and keep Rector informed
  - Liaison for outside rentals
    - Maintain rental calendar – keep Rector informed
    - Ensure proper paperwork is followed and filed
    - Monitor timely payments

### Communications Management (40%)

- Coordinate, create, and publish all Memorial Church external communications, including hard copy bulletins for worship and weekly and on-demand e-blasts to the community
  - Final editing responsibility for all the above
  - Fact-check all external communication content (e.g., event time/place) with Rector, Warden or appropriate committee chairperson, according to Rector's directives.
- Oversee and ensure the Memorial website content is updated, and timely removal of outdated material
  - Inform Rector when new content is needed
  - Archive or purge content that is no longer timely or relevant
  - With Rector, create work-plan for web content provider
  - Manage vendor for website content updates
- Manage voicemail and email for the Church (through Google for non-profits)
- Manage Church social media accounts and postings
- Manage Realm community posts

### Administrative Assistance (30%)

- Maintain the Church's calendar (hard copy in office, e-calendar on website)
- Manage filing – hard copy and e-files for Rector and Vestry
  - Create coherent, indexed filing system for hard copies
  - Create and ensure use of file naming convention and storing system for e-files
- Vestry clerk
  - Compile materials for monthly meetings

	<ul style="list-style-type: none"> <li>○ Distribute materials for meetings via email according to deadlines established by Rector.</li> <li>● Approve timesheets/track sick days and coverage for hourly staff</li> <li>● Serve as point of contact for vendors</li> <li>● Maintain supplies inventory and Order supplies, as necessary</li> <li>● Maintain accuracy and usability of OnRealm software, provide assistance to software users in optimal use of software, notify ministry volunteers of need to update their availability.</li> <li>● Manage sunday and weekly volunteer responsibilities. Notify Rector or appropriate committee chair of gaps in service ministry needs. Assure that ministry volunteers receive advance and timely notification of assignments.</li> <li>● Print all materials for Sunday, Tuesday and Thursday worship services, and special events (e.g, funerals, weddings). Verify content for accuracy with Rector and/or music minister according to established deadlines, and perform final editing</li> <li>● Other duties as assigned by the Rector</li> </ul>
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<b>WORKING CONDITIONS</b>	<b>Office</b>
<b>SUPERVISION RECEIVED</b>	<b>From Rector</b>
<b>SUPERVISION EXERCISED</b>	<b>For Sexton, Hospitality Coordinator, Facilities Manager</b>
<b>DIRECT REPORTS</b>	<b>Sexton, Hospitality Coordinator, Facilities Manager</b>

## QUALIFICATIONS

<b>MINIMUM EXPERIENCE REQUIREMENTS</b>	Office management, information development and management, facilities management familiarity
<b>PREFERRED EXPERIENCE REQUIREMENTS</b>	Experience in the Episcopal Church.
<b>MINIMUM EDUCATION REQUIREMENTS</b>	HS Diploma, GED or equivalent
<b>PREFERRED EDUCATION REQUIREMENTS</b>	
<b>REQUIRED SKILLS</b>	High-level information technology, and information development/management skills; office management; general knowledge of facilities management; strong writing and communications skills. Experience with the google suite of apps, zoom communications software and comfortable using facebook, twitter and other social media applications
<b>PHYSICAL REQUIREMENTS</b>	Light

<b>REVIEWED BY: NAME &amp; TITLE</b>	<b>DATE APPROVED</b>	
	<b>DATE REVIEWED</b>	

