



Job Title: Parish Administrator

Reports To: Vicar

Classification: Part-time (20 hrs/week, 12 months/year)

Summary

The Parish Administrator coordinates day-to-day parish operations in partnership with the Vicar. The role oversees administration, communications, facilities, records, and ministry support to advance St. Nick's mission.

Essential Duties:

Administrative Leadership

- Coordinate daily office operations and workflows for staff and volunteers.
- Manage purchasing, deliveries, and inventories (office, IT, and worship supplies).
- Maintain confidential personnel/contractor files and records.
- Prepare required reports (e.g., Parochial Report) with the Vicar/Treasurer.
- Serve as central contact for clergy, staff, and ministry leaders.

Publications, Communications & Digital Presence

- Produce worship bulletins, readings, projection slides, and special publications.
- Oversee newsletters, parish-wide emails, and seasonal mailings.
- Maintain website and social media with timely, accurate content; respond to digital inquiries in collaboration with communications team and volunteers.
- Ensure all publications follow parish style and support the church's mission.

Facility Management

- Oversee facility access, scheduling, and security (keys/codes/entry).
- Coordinate building use for worship, ministries, meetings, and events.
- Arrange maintenance and cleaning with the Junior Warden; manage vendors and IT/facility services.
- Support hospitality/kitchen logistics and respond to alarms/emergencies with the Vicar.

Membership & Records Support

- Maintain parish membership data and sacramental registers; safeguard confidential records.
- Manage digital/physical files, attendance, minutes, and volunteer participation.
- Prepare sacramental/service certificates; support stewardship data and reporting.
- Maintain parish directory (online/print).

Ministry Support & Volunteer Coordination

- Resource and organize volunteer teams with clergy/ministry leaders.
- Maintain rosters and schedules (with the Sunday Morning Coordinator).
- Prepare vestry/committee packets and archive minutes/reports.
- Coordinate logistics for parish ministries, worship, and special events.

Qualifications:

- Sound judgment, discretion, and excellent organization/multitasking.
- Strong written/verbal communication; collaborative, servant-hearted approach.
- Proficiency in Microsoft Office, Google Workspace, email platforms (e.g., Constant Contact/Mailchimp), Adobe/Canva; ability to learn Shelby or similar database; comfort with websites/social media.
- Ability to work independently and on a team; familiarity with Episcopal liturgy a plus.

Physical Demands & Work Environment:

- Standard office setting; prolonged computer use; occasional lifting up to 20 lbs.
- Professional, confidential, and hospitable environment; flexibility during peak liturgical seasons.
- Reasonable accommodations available for qualified individuals with disabilities.

To Apply:

Send a cover letter and résumé to **admin@stnickshillcountry.org** with contact information for two references. Applications are reviewed on a rolling basis until filled.

