



*St. Luke's is called to be a loving, joyful and inclusive parish that embodies Christ's love and presence to all. We are a growing, vibrant faith community committed to life both within our church and in the wider community.*

Job Title	Parish Administrator
Reports to	The Rector of St. Luke's Episcopal Church
Position Purpose	To design, implement, and maintain administrative systems that facilitate the smooth functioning of the parish and aid in the accessibility, collaboration, consistent communication, and governance among its clergy, staff, and congregants.
Scope of Work	<p>Responsibilities fall into the following categories. Tasks include but are not limited to:</p> <ul style="list-style-type: none"><li>• Administration<ul style="list-style-type: none"><li>○ Manage parish database (Realm), maintain parish membership files, including financial contributions, and create reports, as needed</li><li>○ Work with Treasurer to track to submit check requests and invoices to the Bookkeeper and make weekly bank deposit</li><li>○ Work with Stewardship Chair on planning and implementing the annual pledge campaign</li></ul></li><li>• Communications<ul style="list-style-type: none"><li>○ Collaborate closely with the technology consultant and website manager to maintain and continually update the parish website, email system, phone/internet service, and office equipment</li><li>○ Collaborate with the Rector, wardens, and church staff to create and produce weekly worship bulletins, annual reports, newsletters, parish-wide announcements, external correspondence, social media posts, and marketing materials, as needed</li></ul></li><li>• Office Management<ul style="list-style-type: none"><li>○ Enable the Rector to focus on pastoral ministries by taking responsibility for the daily administrative functions of the parish, including answering phones, responding to email, collecting and processing USPS mail, ordering supplies, and maintaining parish registers and file systems</li><li>○ Coordinate volunteers and offer hospitality to parishioners and visitors</li></ul></li><li>• Facilities Management<ul style="list-style-type: none"><li>○ Maintain the parish calendar and schedule the use of building spaces</li><li>○ Coordinate with the Junior Warden to schedule service contractors</li></ul></li></ul>

## Qualifications

The ideal candidate possesses particular gifts for administration and organization, communication, technology, and a level of comfort in working with a variety of people, including:

- Professional spoken and written communication skills
- Ability to multi-task, prioritize work, and meet deadlines
- Ability to plan and implement complex projects
- Highly proficient in Microsoft Word, Excel, Outlook, PowerPoint, Google docs, and Gmail
- Proficient in file structure hierarchy management
- Working knowledge of social media platforms
- Database experience—working knowledge of Realm is a plus
- Good judgment, discretion, and confidentiality are essential

## Compensation

Generous package to include:

- Salary range between \$50,000 to \$55,000 (salaried exempt) commensurate with qualifications and experience
- Monday through Friday 8:30-4:30, one hour lunch
- Medical insurance, including vision and dental
- Lay Pension eligible through Clergy Pension Group
- Competitive Paid-Time-Off policy, including sick leave, vacation days, and national holidays

## To Apply

Please send letter of interest, resume and the contact details of three professional references to [seniorwarden@stlukesdenver.org](mailto:seniorwarden@stlukesdenver.org)