

## **Office Administrator**

### **Scope of Position:**

St. Timothy's is a growing, engaged, and loving community of faith in the Episcopal tradition. Our staff is committed to a work ethic that is collaborative, creative, and fun. The Office Administrator is a key position in our shared work together. The Office Administrator is responsible for helping manage the offices of St. Timothy's Episcopal Church through daily tasks of communication and welcome. The Office Administrator will work closely with other church staff and the leadership of the church to help St. Timothy's improve the management of its common life in order to build up the congregation and connect with the larger community. This person will help in managing the church offices, facility, IT coordination and the production of print and online communications; this includes, but is not limited to, worship bulletins, newsletters, internal communication materials. In addition, this position will help improve and innovate on methods for managing the life of the parish community. The ideal candidate is creative, collaborative, a self-starter, pursues excellence, willing to learn, values laughter and engagement and is committed to building a more just world through the power of community.

### **Compensation and benefits:**

- \$25 per hour (no medical)
- Competitive PTO policy, including sick and vacation days, and national holidays
- Flexible work environment

### **General Hours:**

- 24 hours per week
- Monday-Thursday: 9:00am-3:00pm, (work schedule is negotiable)
- Additional hours, as requested by St. Timothy's, based on parish life needs
- Hours will not exceed 1500/year

### **Performance Responsibilities:**

- Help manage church offices
  - Coordinate Facility Use, maintenance, building access, IT coordination, office equipment and supplies
- Coordinate Parish Communications. Communicate information regarding the church, its mission and activities to appropriate targeted audiences through existing communications such as the newsletter, Sunday bulletin, email, website and develop other channels as needed.
  - Produce and print the weekly worship materials
  - Manage website content
  - Produce and print promotional and marketing content

- Assist in content creation for parish events and fundraisers
- Update and maintain master calendar
- Receive telephone calls and take messages
- Respond to e-mail messages
- Help manage parish social media
- Utilize Realm software to engage parish communication, groups, and scheduling
- Assist the Rector and staff
  - Take messages and refer pastoral information to clergy – maintain confidentiality
  - Participate in and help coordinate weekly staff meetings
- Create and execute communication strategies to advance the core values and priorities of the congregation.

### **Knowledge, Skills, Abilities:**

- A warm, welcoming personality is essential to this ministry position that engages parishioners and visitors alike
- Capacity and interest in welcoming and engaging with staff, parishioners, and visitors
- Proficiency in Microsoft Office Suite (Excel, Word, etc.), Mac, Canva, Mailchimp, Zoom.
- Website content management experience (Squarespace)
- Must be able to demonstrate strong managerial skills and excellent written/oral communication skills
- Have strong computer skills with the ability to train others
- Ability to work with diverse personalities and interests
- Possess the ability to handle stress, work both independently and as a team member, and deal with people in a professional manner
- Desire to create healthy, caring, and meaning-driven community

### **Experience:**

Experience in a non-profit or community of faith environment is valuable. Possible work experience in, but not limited to: office management, communication, journalism, advertising. Familiarity with worshipping life of a liturgical, lectionary-based Christian communities is desirable.

### **Application:**

Interested candidates should submit resume, contact information, and references to the Rev. Nick Myers, [nick@sttims.net](mailto:nick@sttims.net)