POSITION ANNOUNCEMENT

*Parish Administrator*

*St. Barnabas Episcopal Parish, Denver*

St. Barnabas Episcopal Parish in Denver is seeking a Parish Administrator. We require the following skills in a potential Parish Administrator:

* The Administrator must be skilled in operations management, assuming responsibility for the health of the physical plant, the management of parish records, the keeping and coordination of the parish calendar with both internal and external groups, the upkeep and maintenance of parish files, and other duties related to operations management.
* The Administrator must be skilled at providing administrative and clerical support to the pastoral staff, exhibiting particularly a keen attention to detail, an ability to multitask, the capacity to prioritize work tasks according to importance and deadlines, and be a self-starter.
* The Administrator must be technologically savvy, exhibiting comfort and ease in the use of Google Workspace, the REALM church financial platform, and Constant Contact. The Administrator will be primarily responsible for the weekly parish e-newsletter, the update and maintenance of the parish website and social media platforms, the weekly update of the internal communications monitors, and the production of worship communications such as worship bulletins and inserts. Creativity and initiative are important tools to possess in these tasks.
* The Administrator must possess excellent oral, interpersonal, and written communications skills, and while not a requirement, it is helpful if the Administrator is familiar with the structures and culture of religious organizations. The Administrator is expected to organize and supervise the office volunteer corps.

This position is part-time (20 hrs/week) and pays $25/hr. Benefits include ten (10) paid days of vacation per year and employer matching to a 401K. If interested, please contact Fr. Jeffrey Nelson, (308) 530-8321 or jeffrey.nelson@stbdenver.org.