

Job Description
Office Administrator
St. Stephen's Episcopal Church, Aurora, CO

Reports to: *Rector*

Status: *Part-time (approximately 25 hours)*

FLSA: *Non-exempt*

Job Summary

The Office Administrator supports the mission and ministry of St. Stephen's by managing the day-to-day operations of the church, including regular communications and administrative systems.

Essential Functions:

- *Manage the church office and oversee building use*
 - *Maintain office hours (9am-2pm Monday-Thursday)*
 - *Coordinate and maintain the parish calendar.*
 - *Maintain office supplies and office machines, including arranging repairs and service.*
 - *Maintain a key log of those with access to the building*
 - *Coordinate and research vendors as necessary*
- *Oversee church communications*
 - *Prepare and publish worship bulletins and PowerPoints*
 - *Prepare and publish weekly e-newsletters*
 - *Manages communications for church including website maintenance, social media, monthly newsletter, and advertising*
 - *Maintain bulletin boards and other signs in the physical plant.*
 - *Coordinates and supervises volunteers to assist with communications and other tasks as appropriate to this role.*
- *Offer clerical support*
 - *Prepare weekly and ad hoc bank deposits manage bills and payroll, and prepare bookkeeping journal entries.*
 - *Prepare financial reports and assist in the creation of the budget*
 - *Administer the membership and donor database, and prepare related mailings*
 - *File diocesan, state, and federal documents as required*
 - *Provide administrative support to the rector and the vestry including: preparing meeting documents, making document copies, sending out mailings, and other duties as assigned*

Other responsibilities:

- *Attend weekly staff meeting*

- *Remain current with Diocesan communications and participate when possible, in events related to role*
- *Physical requirements as appropriate to an office environment*

Minimum Qualifications:

- *Experience with bookkeeping and office management*
- *A current and working knowledge of media, communications, technology options, and information management systems within the context of a parish church or small non-profit organization*
- *Ability to use software programs required for parish operations including Microsoft Office and Publisher and database management software (Breeze Church Management).*

Core Competencies:

- *Helping Orientation: Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others finds satisfying.*
- *Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.*
- *Written Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.*
- *Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.*
- *Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.*

Compensation and Benefits:

- *\$25,000-\$30,000 plus pension contribution*
- *Vacation and Sick leave as described in employee handbook*
- *Flexible Work Schedule*

Interested candidates should send a cover letter and resume to Rev. Kate Bradsen (rector@ststephensaurora.org)