

St. Laurence Episcopal Church

26812 Barkley Road Conifer, Colorado 80433

PARISH ADMINISTRATOR POSITION AVAILABLE !

PART TIME (15-20 HOURS) PER WEEK

St Laurence Episcopal Church is a warm and welcoming faith community that is seeking an organized and people-oriented person to help manage the daily operations of our parish. If you're looking for a collaborative and friendly work environment, this may be the opportunity for you.

FUNCTION & SCOPE OF DUTIES

The St. Laurence Episcopal Church is currently seeking qualified candidates for the position of Parish Administrator, to serve primarily as executive assistant to the Rector. The Parish Administrator is a part-time position requiring fifteen (15) hours per week onsite. However, hours may be extended to twenty (20) hours per week, during certain holiday seasons, if authorized in advance. Pay is \$20 an hour with vacation benefits. No health insurance or retirement available.

Please send resume and letter of interest to Deborah Henderson at yodertoo@comcast.net.

Primary Duties & Functions include administrative, record keeping, and financial management responsibilities.

- Maintaining financial records in an accurate and timely manner. Knowledge of 'QuickBooks Online' is an important aspect of this function. Demonstrated proficiency is essential.
- Paying authorized invoices, posting donation payments and running payroll.
- Proficient knowledge of Microsoft Office, Excel and Google Docs
- Regular trips to the Post Office and Bank.
- Creating and producing weekly announcements and service bulletins.
- Maintaining church databases and coordinating service and event calendars, both electronically and in hard copy.

- Ability to organize and prioritize autonomously, while recognizing and successfully meeting deadline driven timeframes.

Scope of Duties also includes:

- Greeting church members during business hours and assisting them with questions or problems.
- Scheduling appointments.
- Creating and utilizing spreadsheets and mail-merge applications.
- Responding to phone calls and emails promptly.
- Updating the Parish Directory and publishing a new Directory annually.
- Working as part of a team, alongside the Vestry, the Rector and other church volunteers.

Other Requirements:

- A high school education or equivalent
- Proven organizational and administrative skills
- Capacity to proactively adapt to changing work conditions
- Demonstrated ability to exhibit a 'Service Heart' to our members
- References to be provided upon request