

## **JOB POSTING: 9 December 2024**

**Position:** Parish Office Administrator

**Reports To:** Elizabeth Keeler, Rector

**Church/Location:** Trinity Episcopal Church in Washington, Virginia

### **Position Overview**

The Parish Office Administrator plays a vital administrative support role within Trinity's church community, ensuring smooth and effective operations. This position involves managing the parish office reception, assisting the rector, and supporting daily activities while anticipating and planning for future needs. As the first point of contact for parishioners, visitors, and other stakeholders, the Administrator will foster a welcoming and organized atmosphere. In addition to handling administrative tasks, they will support weekly programs and activities, contributing to the creation of an exceptional and seamless experience for Trinity's parishioners and visitors alike.

### **Key Responsibilities**

- **Office Reception and Hospitality**
  - Greet and welcome parishioners, visitors, and community members in a warm and professional manner
  - Answer the telephone and respond to emails, providing information and solutions as needed
  - Assist parishioners and visitors by providing relevant information about church services, events, and ministry programs
- **Administrative Support to Rector and Vestry**
  - Provide administrative support to the church's rector in day-to-day operations, including scheduling meetings, and appointments, and recording information following well established church protocols
  - Perform any church service support duties or tasks as requested by the rector
  - Ensure the organization and maintenance of all administrative files, parish records and documents, as well as the administration of Realm, the church's online congregation management platform
  - Assist the vestry team with clerical and organizational tasks as needed
- **Church Communications**
  - Support the design, proofing, and production of the weekly and other church service bulletins, ensuring that all information is accurate and provided on-time
  - With the rector's guidance, lead the design, proofing, and production of the weekly church newsletter
  - Assist in recruiting, coordinating, and scheduling volunteers as needed
  - Collaborate as needed with church vendors and community members
- **Scheduling and Coordination**
  - Coordinate and schedule meetings, appointments, and events on behalf of the church

- Assist in the preparation for church events and meetings serving as a key point of contact for the church
- Anticipate and plan ahead to secure schedules and organize events, ensuring all logistics are in place for seamless operations
- **General Clerical Duties**
  - Handle clerical responsibilities such as filing, copying, scanning, printing and preparing documents for distribution
  - Manage incoming correspondence and receipts, ensuring they are promptly directed to relevant individuals for follow-up
  - Maintain office and other parish supplies and reorder as needed to ensure adequate stock
  - Assist with the preparation and distribution of church correspondence, notices, and bulletins

### **Qualifications and Skills**

- A shared commitment to the mission and values of the church and community
- Prior clerical administration experience is required.
- Strong interpersonal and communication skills, with a friendly and approachable personality.
- Proficient in basic office equipment (printers, phones, etc.) and strong working knowledge of Microsoft Office 365 or Google Workspace products
- Excellent organizational and language skills plus attention to detail
- Ability to manage multiple tasks, prioritize effectively, and work independently
- Ability to handle confidential information with discretion

### **Requirements**

- Work at the parish office during office hours: ***Monday – Friday from 9AM to 2PM.***

### **Church Services**

- Church services take place on Sundays at 8:30AM and 10:30AM
- Breakfast takes place at 9AM and Adult Forum at 9:30AM
- Sunday School takes place at 10:30AM

### **Compensation**

- Compensation will vary based on relevant experience

### **Next Steps**

- If this role interests you and you meet the qualifications and skills, please email us at [contactus@trinwash.org](mailto:contactus@trinwash.org) with your resume and a brief note of introduction.