

## St James the Less Parish Administrator Job Description

January 2025

The responsibilities of the Parish Administrator include the following:

- *Staff the office during normal operating hours (see below)*
- *Maintain the calendar and assist in the detail planning, preparation and printing of the bulletins of all the services of the Church*
- *Serve as office administrator receiving all calls and correspondence of the parish*
- *Coordinate, create, and send the weekly parish email and other special parish notifications as required (deaths, closings, etc.)*
- *Organize and help coordinate volunteers in several categories that serve the church, including helping with the Altar Guild communications*
- *Serve the Rector, staff, and Vestry in the implementation of the programs of the parish*
- *Maintain the website and its updates through our Website Administrator*
- *Coordinate the processing of deposits and check requests and work in coordination with the Treasurer for the healthy financial processes of the Church*
- *Work with Property Committee in maintaining the systems of the Physical Plant*
- *Maintain the schedule and help facilitate the use of our spaces for outside groups*
- *Maintain contact with shut-ins and provide them with copies of bulletins, emails, and other materials*
- *Other duties as required*

The office hours are Monday and Wednesday, 9-2, and Friday, 9-12. There are a few hours outside of office hours. The position offers a highly competitive hourly rate.