



St. Michael's Episcopal Church

Parish Administrator

We are looking for a part-time Parish Administrator! St. Michael's Episcopal Church - Arlington is a vibrant, inclusive church community (ca. 200 members of all ages) serving Arlington since 1948. We believe that wise administration and stewardship of the resources given to us by God are essential for the welfare of the parish and its people. Responsibilities include financial, administrative, and office management tasks.

The right candidate will thrive as the primary point of contact at the church, ideally 3-4 days per week, 3-4 hours per day (we are open to flexible scheduling). This will be an hourly position (\$24-28 per hour, commensurate with experience). This work includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing the church calendar, supporting church ministries and committees, and collaborating with volunteers. You would be joining an active team of staff and volunteers: St. Michael's is known for its collaborative spirit among clergy, staff, and lay leadership.

Office and administrative tasks include managing the parish office, the church website, calendars, and databases; providing a welcoming atmosphere to visitors, lay leaders, and others; assisting the Rector in coordinating lay leadership schedules; overseeing parish communications; and preparing reports for the Diocese and national Episcopal Church. You would collaborate with other staff and volunteers for the input of financial records and membership information into the church database. You would serve as the liaison to the parish bookkeeper, providing an updated report of deposits, expenses, and posting financial records on a regular basis. You would also support our bookkeeper and treasurer in preparing the annual parish budget and manage the internal records necessary for our financial audits. This entails secure handling of sensitive data like parishioner contributions and personal details. You would also provide administrative support to the Stewardship Committee in all aspects of the annual pledge campaign.

Job Skills and Requirements:

Proficiency in Adobe InDesign, Microsoft Office, Google Workspace, and comfort with technology (as well as some familiarity with QuickBooks) will be needed for all aspects of this job. Attention to detail and a spirit of collaboration are most desirable.

For more information or to apply, please contact: Vicki Barnett - victoria.j.barnett@gmail.com