

## **St. Titus' Episcopal Church**

400 Moline Street

Durham, NC 27707

**Job Title:** Parish Administrator

**Supervisor:** Rector

### **Overview of the Position:**

The St. Titus Episcopal Church Parish Administrator as often the first person to greet a visitor or parishioner to the church during the week is required to have a friendly demeanor and be able to work cooperatively with a culturally and socio-economically diverse group of people.

- The Parish Administrator primarily provides clerical and administrative support for the Rector and works with church committees and volunteers as directed by the Rector.
- The Parish Administrator also provides clerical support for the Parish Treasurer.
- The position of Parish Administrator requires that high standards of privacy, confidentiality, and discretion be maintained at all times.
- Strong organizational and time management skills are a priority.
- Knowledge of the following office applications and platforms is required: Microsoft Office Suite, Microsoft Publisher, Facebook, as well as web site/page applications (Wordpress and Mailchimp)
- Knowledge of Episcopal Church parish organization and operation is helpful.

**Hours & Salary:** This is a part time 19 hours/week (1000 hours/year) position. The person chosen will work Monday-Thursday each week. Compensation: \$18,000 - \$20,00 annually, commensurate with ability and experience.

**Please note:** No benefits such as pension, health insurance, or paid time time-off are provided for this part time position in compliance with the requirements of the Episcopal Diocese of North Carolina.

## **Responsibilities**

- Preparing, printing, and copying of weekly Sunday worship bulletin (or occasional special bulletin) and its posting on the parish website.
- Preparing parish's weekly E-newsletter.
- Maintaining and updating parish website and Facebook site as directed.
- Preparation of PowerPoint slides for Sunday worship, Evening Prayer, and parish presentations.
- Preparing parish mailings.
- Answering parish telephone and responding to mail and email messages.
- Serving as person of contact for parish vendors.
- Maintaining and updating computer databases and mailing lists.
- Inventory and ordering of previously-authorized church supplies.
- Working with Parish Treasurer to ensure weekly deposits are made.
- Timely forwarding of all credit card receipts for parish expenses, parish bills, and invoices to the Parish Treasurer.
- Preparing check requests as directed by the Parish Treasurer or Rector.
- Other special projects, as time permits, as directed by the Rector or Parish Treasurer.

**CONTACT:** Email cover letter and résumé to the Interim Rector, St. Titus Episcopal Church at [st.titusrevalexis@gmail.com](mailto:st.titusrevalexis@gmail.com) or mail cover letter and résumé to Interim Rector at the church address above.

**St. Titus Episcopal Church is an equal opportunity employer. However, due to the requirements of strict confidentiality and concerns for personal privacy, no past or present member of St. Titus will be considered for this position.**