

**Parish Administrator  
St. Paul's K Street  
Episcopal Diocese of Washington**

The Parish Administrator ("PA") is the non-clergy face of St. Paul's K Street, an Anglo Catholic parish of the Episcopal Diocese of Washington, DC, responsible for all administrative functions of the church. The three general areas of responsibility are facility management, parish communications, and general administrative functions. A non-exhaustive list of examples of job responsibilities and duties appears below; other duties may be assigned. Reporting to the Rector, the PA works closely with and provides support services to the Rector and other clergy and non-clergy church staff, the Treasurer, Wardens, Vestry, guilds, committees and volunteers. The PA may be assisted by administrative volunteers, but remains accountable for and must be able to independently perform any tasks undertaken by volunteers.

**Areas of Responsibility**

**Facility Management**

Responsible for all aspects of the church's physical plant, including:

- 1) Monitors contractor maintenance staff on a daily basis
- 2) Primary point of contact for contractors, including HVAC, fire and sprinkler systems, electrical, phones, elevator, extermination, roof, trash, and security systems and ensures satisfactory completion of contracted work
- 3) Works closely with the Building and Grounds Committee to set priorities and obtain funding approval
- 4) Maintains contractor list and contact information and ensures access to such information in emergencies
- 5) Coordinates lawn service and snow removal
- 6) Orders custodial supplies
- 7) Issues keys and fobs and maintains list of holders
- 8) Deals with police as necessary on unauthorized entries
- 9) Handles or arranges for room set ups for meetings or special events
- 10) Manages the columbarium, including selling niches, receiving returned niches, arranging opening niches for interment, and working with a contractor for expansion of columbarium space
- 11) Liaises with property licensee and management company and other tenants

## **Parish Communications**

Responsible for all communications to parishioners and to the community at large, including:

- 1) Prepares and copies the Sunday and special Mass bulletins, the former including notices and the weekly schedule
- 2) Prepares and sends out weekly Eblasts
- 3) Maintains, updates and keeps current the parish website, which includes uploading audio recordings of sermons and liturgies
- 4) Hires IT contractor to maintain server and equipment
- 5) Researches and purchases computers, printers and software based on budget allocations
- 6) Installs software if possible, or calls IT contractor
- 7) Assigns and keeps track of email addresses to clergy, staff and volunteers
- 8) Maintains parish database, including contracts and related documents, bylaws, Vestry meeting minutes, etc.
- 9) Prepares materials, such as signs and brochures, for yearly Stewardship campaign
- 10) Liaises with website engineer as needed

## **General Administrative Functions**

Responsible for all of the church's administrative functions, including:

- 1) Maintains all parish records (transfers in and out, births, deaths, marriages)
- 2) Maintains a parish directory
- 3) Trains and oversees administrative volunteers
- 4) Maintains a master calendar
- 5) Books rooms
- 6) Keeps records of staff and volunteer computer and phone log-in information, safe combinations and log-in building codes
- 7) Prepares and maintains weekly intercession list
- 8) Takes incoming calls and handles walk-ins
- 9) Prepares agenda for and attends staff meetings
- 10) Collects and sorts mail and maintains mailboxes
- 11) Inventories, orders and receives office supplies
- 12) Prepares confidential and other correspondence for clergy, other staff and Wardens upon request
- 13) Attends evening Vestry and other meetings upon request

## **Terms and Working Conditions**

This is a 40 hour a week at-will position. Core work hours are 9 AM to 5 PM Monday through Friday, with time adjusted if a lunch period is taken. PA's presence in the early morning, evening and on Saturday and Sunday for special events, meetings or to meet with contractors will be required on occasion and work hours will be flexed accordingly. Two weeks of paid vacation leave per calendar year with concurrence of Rector; all Federal holidays off paid; six days of paid sick leave per calendar year; additional leave may be granted at discretion of Rector. Benefits package of health, disability and life insurance, and participation in one of the Church

Pension Group's plans. While this is primarily a desk job, the ability to walk around the inside and outside of the facility is required to monitor contractors, assess building conditions, and interact with staff and volunteers in other parts of the building. Lifting of up to 20 pounds required. A Diocesan background check is required.

### **Required Knowledge, Skills and Abilities**

Website management, including maintenance, updating and uploading materials.

Computer skills in Word, Excel, and ability to learn and use programs specific to St. Paul's and the Episcopal Diocese, such as On Realm.

Ability to manage other people, especially volunteers and contractors.

Ability to accomplish necessary tasks using available volunteers and locating appropriate resources to do work.

Organization and time management skills, particularly ability to manage a fluctuating work flow.

Facility management skills, including management of a large physical plant.

Familiarity with Christian traditions.

### **Minimum Qualifications**

Bachelor's degree in any field.

Experience administering a business or program. Preferred experience includes working with contractors, managing volunteers, and managing a physical plant.

Familiar with Christian traditions, with the willingness to learn about and respect the beliefs and practices of St. Paul's Anglo Catholic tradition.

### **Salary**

Salary commensurate with experience and within Diocesan guidelines.

### **How to Apply**

Interested applicants should send a resume, cover letter and contact information for two references to [hr@stpauls-kst.com](mailto:hr@stpauls-kst.com).