

**Parish Administrator
Holy Trinity Church
95 Folly Road
Charleston, SC 29407**

Title: Parish Administrator

Hours: 20 hours/week, 10:00-2:00, Monday-Friday

Position Summary

Under the supervision of the Rector, the Parish Administrator provides general office support to the Rector, vestry, treasurer, parish, committees and diocese in order to support the ministries and mission of Holy Trinity Church. This work includes, but is not limited to: phone and e-mail support, data and records management, supplies and inventory control, communications, managing use of church space by parish and outside groups, supporting ministries and collaborating with volunteers. The Parish Administrator will be a resource person for members and non-members, and a welcoming and responsive presence in the church office.

Essential Duties

Information Management

1. Maintain a functional system of communication with the parish.
2. Maintain parish records, including financial, membership, diocesan, physical plant and other operational data, keeping them up to date and accurate.
3. Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry and committee leadership on a timely basis.
4. Coordinate parish calendar to facilitate building use by internal and authorized external groups.
5. Assist with managing the church's online presence (website, Facebook). Publish weekly e-newsletter.

Administrative Support

1. Provide a welcoming and helpful presence in the parish office.
2. Respond to requests for information and resources via email, telephone and in person visits.
3. Provide support to Rector, vestry or other committees, including preparing documents, producing rosters, sending parish correspondence and mailings, etc.
4. Place orders for flowers, supplies and equipment as authorized.
5. Coordinate with vendors as delegated by Rector, Wardens and Building and Grounds Committee.
6. Distribute mail and correspondence.
7. Maintain and manage parish calendar.
8. Enter monies received into church's Realm system, issue checks and reconcile bank statements along with parish treasurer.

Liturgy Support

1. Assist with preparing and proofing worship materials and bulletins for services.
2. Prepare flower donations information, assist with coordination of lectionary and ministry schedules.
3. Provide assistance with tracking liturgical calendar and planning events as needed.

Volunteer Support

1. Assist in recruiting, coordinating and scheduling volunteers as needed.
2. Assist in coordination of special events.

Note: This description is not intended to include all responsibilities, as additional duties may be assigned or adjusted at any time.

Knowledge, Skills and Abilities

1. Possess a welcoming disposition and willingness to accept and serve all who come to Holy Trinity Church.
2. Maintain **conscious need for confidentiality**.
3. Possess strong writing and grammar skills, including proofreading with attention to detail and an eye for excellence.
4. Possess knowledge of fundamental accounting principles
5. Possess proficient skills in word processing, spreadsheet and database application. Possess ACS and REALM cloud based computer system experience.
6. Demonstrate organizational skills, including calendaring, project coordination, prioritization. Show ability to multitask and work independently without supervision.
7. Possess excellent communication skills both verbal and written.
8. Possess knowledge of invoice and purchase order transactions as well as supply procurement, including ability to research vendor prices and negotiate costs.
9. Pass background investigation to comply with church requirements.

Qualifications

- Minimum 3 years of office experience, including communication.
- Experience in church or other ministry setting is preferred.
- Associate's degree in administration, communications, office support or related area is desired.