

After more than six years of excellent service to us, our Parish Administrator is relocating to another state. We are therefore seeking a very organized individual, with exceptional communication skills to fill this critical position in our parish. Qualified candidates will have strong familiarity with the MS Office suite, including: Word, Excel and especially Publisher. A working knowledge of Church Windows is also helpful. The demands of this full-time position require an ability to multitask, but also the self-discipline to meet deadlines. Providing daily administrative support for the clergy is the Administrator's primary role. The Administrator manages the production of the parish's weekly service bulletins and those for other services throughout the year; publishes our monthly newsletter and weekly e-blasts; and may be called on for other parish communications (including making occasional updates to our website). The Parish Administrator maintains our parishioner database, produces and mails our quarterly and annual giving statements. In addition to the above tasks, the Parish Administrator manages the church's calendar; maintains ministry schedules for parish volunteers; coordinates use of our building by various internal and external groups; and manages the inventory of office and copier supplies, as well as supplies for our custodians and some ministry areas. The Parish Administrator is often the first person of contact for visitors to the church. As such, the selected candidate will have a professional and friendly demeanor, assisting us in maintaining a welcoming, safe and efficient working environment. The Parish Administrator provides orientation to new employees; serves as a point of contact for vendors or contractors on the premises; and supervises our custodial staff to ensure their work is done effectively and in a timely fashion. Lastly, the Parish Administrator processes our receivables and communicates with our bookkeepers regarding payroll for our staff. Please submit your cover letter, resume, and list of references by email to: SanClementeSearch@gmail.com. Salary range: high \$30's to mid \$40's /year, commensurate with experience. Retirement, health and dental benefits.