

St. Andrew's Episcopal Church
Louisville, KY

Parish Administrator Job Description

The Parish Administrator has general responsibilities for the management of all office functions and the building/grounds of the church. This includes oversight of security, rental, cleaning, and grounds maintenance of the building. The position is 20 hours per week but will be adjusted as needed. Competitive salary based on experience.

This job involves interaction with elderly, children and compromised individuals. Proof of COVID Vaccine is required.

Specific Duties:

- ♣ Main point of contact for communications with church members and the community via phone and email.
- ♣ Maintain the parish mail list and member information.
- ♣ Maintain parish prayer request list.
- ♣ Prepare church communications for all donations and gifts.
- ♣ Manage daily operations and maintain office supplies and records.
- ♣ Handle church communications and publications; create and distribute bulletins and newsletters.
- ♣ Oversee church facility maintenance and security operations.
- ♣ Assist with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use.
- ♣ Build and maintain relationships with the staff, congregation, and community.

Skills needed:

- ♣ Excellent communication and interpersonal skills.
- ♣ Strong computer skills, especially proficiency in Microsoft Word, and ability to operate office equipment.
- ♣ Ability to take initiative and make decisions.