

Opening:

Full-time Parish Administrator

St. Luke's Episcopal Church, 1206 Maple Lane, Anchorage, KY 40223

General Job Description:

Seeking a full-time parish administrator to coordinate and facilitate the work of the Rector and parish with the functioning of the overall physical and fiscal operation of St. Luke's Church; and to communicate and establish rapport with parishioners and the community.

Duties:

- Works closely with the Rector and other church leaders to ensure all incoming and outgoing communication is completed in a timely manner.
- Coordinates internal and external communications for the church such as, service bulletins, website management, newsletters, brochures, social media etc.
- Manages volunteer coordination of Ushers, Readers, Chalice Bearers, and other personnel required for each service. As well as personnel for various office tasks.
- Maintains facility reservations for campus use.
- Serves as the primary church contact by answering phones and following up on parish inquiries.
- Organize and maintain parish member and correspondence files.
- Purchase/organize office and kitchen supplies.
- Greet and welcome all parish members and guests to create a warm, cooperative, and wholesome atmosphere.
- Keep the Rector fully informed of activities.
- Maintain strict confidentiality in all matters.
- Oversee church calendar and help resolve conflicts..
- Accurately complete assigned financial duties such as payroll and check requests

Qualifications:

The ideal candidate should have experience as office administrator or assistant. Demonstrated knowledge of office processes. Demonstrated knowledge of systems, including Microsoft Office suite and familiarity with system-based programs for social media and scheduling.

Excellent communication skills.

The ability to establish and maintain a positive image of the church and create and sustain positive working relationships with staff, congregation, and community.

The ability to take initiative and make decisions.

Contact: Bob LaMontagne, boblam12@gmail.com,

This position is available immediately. Applications will be considered until the position is filled.