



Position: Interim Parish Administrator

Overview: St. Andrew's by-the-Sea Episcopal Church and Preschool (standrewspb.org) is a vibrant, growing community of faith committed to radical inclusion, grounded curiosity, loving justice, and joyful authenticity. We seek an Interim Parish Administrator to oversee the office of the church and support its various ministries. The Parish Administrator will serve as the point of contact for visitors, community members, and parishioners. The Parish Administrator will be a reliable team player who helps bridge the mission of the church and day-to-day operations.

Under the supervision of the Rector, the Parish Administrator will manage and coordinate church administrative matters, and will work closely with church staff and members in coordinating ministries of the church.

This is a 20 hour/week Tuesday-Friday, in-person position, with an hourly rate of \$20-25, depending on experience and qualifications. As per denominational guidelines, the position is not eligible for healthcare or pension benefits. Paid Time-Off and Sick Leave will be pro-rated as per the guidelines of St. Andrew's-by-the-Sea Episcopal Church Personnel Policies. The Parish Administrator is an at-will and non-exempt position. We anticipate that we will be ready to begin the search for a permanent Parish Administrator in the summer of 2027.

Primary Responsibilities

- Answering phones, monitoring mail and email
- Presenting the public face of St Andrew's
- Preparing printed materials including the weekly bulletin
- Preparing and sending out the weekly e-mail newsletter
- Maintaining the church calendar and member database
- Handling church reservations and facility usage
- Creating the volunteer schedule and sending weekly volunteer reminders
- Supporting liturgical events
- Processing forms and filing documents
- Ordering supplies
- Ensuring compliance with diocesan reporting and record-keeping requirements, including Safe Church training for staff and volunteers
- Assistance with onboarding of new staff and volunteers
- Efficiently and compassionately respond to unscheduled visits.
- Other duties as assigned

Qualifications

- Associate's degree (or equivalent)
- 2 years of experience working in an office environment
- Experience working in an Episcopal church setting preferred
- Basic technological proficiency required (computer, internet, copier, email, Google Business Suite)
- Familiarity with Realm, Constant Contact, Canva, Quickbooks a plus
- Organized and detail oriented
- Self-driven and self-directed
- Personable and experienced working with a variety of people, vendors, staff, volunteers, and parishioners, members of the Pacific Beach community
- Proficiency in managing boundaries as needed
- Good written and oral communication skills
- Willingness to work collaboratively with church/preschool staff and church volunteers
- Interest in and commitment to the core values of the parish:
 - Radical Inclusion
 - Grounded Curiosity
 - Joyful Authenticity
 - Loving Justice

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stationary Positions: Must be able to remain in a stationary position (sitting or standing) for prolonged periods, up to 75-80% of the workday.
- Movement: Frequently required to move about inside the office to access file cabinets, office machinery, and collaborate with team members.
- Manual Dexterity: Constantly operates a computer, standard office productivity machinery (such as a calculator, copy machine, and printer), and other office equipment.
- Communication: Must be able to effectively exchange accurate information, converse with, and present to visitors, staff, volunteers and parishioners in person and over the phone.
- Lifting & Moving: Occasionally required to lift, move, push, or pull lightweight office supplies, files, or packages weighing up to 20 pounds.

- Visual Acuity: Requires close visual acuity to perform activities such as preparing and analyzing data, transcribing, viewing a computer monitor, and extensive reading.
- Ability to reach and lift light items from abovehead shelves, as needed
- Ability to climb up and down stairs, as needed

Compensation

20 hours/week

\$20-25/hour depending on experience and qualifications

To Apply

Please email The Rev. Roberto Maldonado-Mercado at padreroberito@standrewspb.org, the following:

- Cover Letter
- Resume