



Olivet Episcopal Church

6107 Franconia Road
Alexandria, VA 22310

703-971-4733

www.olivetepiscopalchurch.org

Olivet Episcopal Church is a small, vibrant Episcopal church in the Franconia/Kingstown neighborhood of northeast Fairfax County.

Title: Parish Administrator

Reports to: Rector, Olivet Episcopal Church

Status: Part-time

Summary: Under the supervision of the Rector, the Parish Administrator provides general office support to the parish, staff, congregation and committees, in order to support the ministries and mission of Olivet Episcopal Church. This work includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing the use of church space by parish and outside groups, supporting church ministries and committees and collaborating with volunteers. The Parish Administrator will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

Information Management

1. Maintain a functional system of communication with the parish.
2. Use ACS Technologies and REALM to 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 the parish calendar to facilitate building use by internal and authorized external groups.
6. Assist with preparing and distributing marketing materials, as directed.
7. Assist with managing the church's online presence (website and Facebook pages, online advertising, etc.).

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 administrative support to vestry or other committees, including: making document copies, sending out mailings, etc.
4. Place orders for supplies and equipment as authorized.

5. Use ACS Technologies and REALM to monitor budgets to make financial decisions and providing information to support management decisions throughout the year.
6. Coordinate with vendors as delegated by Rector, Wardens and Building & Grounds Committee.
7. Process payroll thru Paychex.
8. Communicate regularly with Rector, cleaning company and wardens about facilities-related needs, including set-up and clean-up for special events.
9. Sort incoming mail, and send parish mailing and other outgoing mail.
10. Maintain and manage parish calendar that includes Olivet's schedule, two tenant churches, two homeowners associations, one weight loss support group and other events requested throughout the year.

Liturgy Support

1. Assist with preparing and proofing worship materials and bulletins for Sunday morning and other services.
2. Prepare flower donations information
3. Provide assistance with tracking the liturgical calendar and planning for church events, as needed.

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

Knowledge, Skills and Abilities:

1. Strong writing and grammar skills, including proofreading.
2. Proficiency in word processing, spreadsheet, and database applications.
3. Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
4. Ability to effectively manage workload.
5. Effective communication skills, both verbal and written.
6. Ability to maintain confidentiality at all times regarding persons and information.
7. Knowledge of office etiquette and effective communications skills. Basic knowledge of invoice and purchase order transactions.
8. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
9. Welcoming disposition, willingness to accept and serve all who come to Olivet.
10. Must be able to lift 20 pounds.
11. Must pass background investigation to comply with church requirements.

Qualifications

Office/administrative experience is required.

Experience in a church setting is preferred.

An Associates degree in a related field is desired.

This position is 15 hours per week, and that schedule can be negotiated with the Rector. Compensation will commensurate with the successful candidate's qualifications and experience.

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and record-keeping experience to the Rev. Michael Cadaret at olivetpriest@gmail.com.