



## Parish & Communications Administrator

### Job Description

St. Michael's Episcopal Church

Barrington, IL

**Job Title:** Parish & Communications Administrator

**Position Type:** Full-time (40 hours/week) in person

**Reports to:** Rector/Priest in Charge

**Position Description:** Responsible for managing and executing the daily administration and communications duties of the parish. Work closely with clergy, staff, and lay leaders to ensure smooth operations in a collaborative, mission-driven environment.

### Key Responsibilities:

#### ***Administrative and Office Management***

- Serve as the central point of contact working collaboratively with the Rector, staff, Vestry, Ministry Leaders, and parish committees to coordinate the administrative needs and priorities of the parish. Attend regular staff and committee meetings.
- Manage all administrative functions of the parish, including administrative support to Rector.
- Be a welcoming physical presence in the office. Allow building access to in-person visitors. Greet and assist visitors.
  - Maintain accurate church records: Parish directory and membership database in Realm church management software in coordination with Parish Accountant.
  - Formal handwritten church records, including membership transfers.
  - Assist Rector in compilation of Annual Parochial Report.
  - Assist Accountant with columbarium correspondence and recordkeeping
- Prepare and maintain comprehensive online parish calendar.
- Manage scheduling for meetings, and other events in conjunction with the Facilities Manager. Coordinate Zoom accounts.
- Coordinate with Rector, Facilities Manager, and Building & Grounds Committee regarding building and maintenance needs, including weekly outdoor marquee signage messages and building security access.
- Assist Rector in coordinating logistics for baptisms, weddings and funerals.
- Manage vendor accounts, in coordination with Accountant, including contracts, subscriptions, invoices, and scheduling work.

## ***Communications***

- Produce weekly e-newsletter “The Sword” in Constant Contact. Manage contacts in Constant Contact.
- Produce weekly Sunday and other worship bulletins in consultation with Rector.
- Produce and manage timely online presence on website and social media (Facebook and Instagram). Manage accounts. Coordinate with Rector, Vestry, and Ministry Leaders to create content.
- Produce flyers, brochures, and other advertising materials as needed, in coordination with Rector, Vestry, and Ministry Leaders.

## ***Other Duties:***

- Provide backup office support to other staff members.
- Perform other duties as assigned by the Rector.

## ***Qualifications / Experience:***

- High school diploma required.
- At least 3 years of experience as an administrative assistant, or similar role. Experience in a church, school, or nonprofit organization preferred.

## ***Skills and Abilities:***

- Proven ability and willingness to work both independently and collaboratively with clergy, staff, lay leadership, and volunteers.
- Welcoming, service-oriented, friendly manner.
- Demonstrated reliability and ability to manage time well with multiple tasks/priorities.
- Strong organizational skills with attention to detail.
- Excellent written and verbal communication skills.
- Respect for confidentiality and handling sensitive personal information with discretion.
- Strong technology skills. Open to learning new technologies for evolving workplace demands. Proficient in Microsoft Office (Word, Excel, Outlook), Constant Contact, social media (Facebook, Instagram). Familiarity with website management and church management software preferred.
- Creative content development and design skills. Proficient in Canva and integration with Constant Contact preferred.
- Familiarity with Episcopal church practices and respectful of the space as sacred.

## ***Benefits and Compensation:***

- Regular working hours 9am – 5pm, with some agreed limited work on weekends.
- 10 days of vacation in year one, plus 12 holidays and accrued sick time.
- A competitive salary commensurate with experience.
- A benefits package, including employer contribution plus additional matching to a personal retirement account, and a tuition discount at the church’s preschool.
- The opportunity to contribute meaningfully to the mission of St. Michael’s.