

**Job Description
Epiphany Seattle**

Position Title: Parish Administration

Fulltime 40 Hours with Benefits

Supervisor: Chief of Staff

The Parish Administrator is responsible for managing the operations of the parish office, maintaining the master calendar, and providing administrative support to the organization in a smooth and efficient manner. The primary functions of the position include Office Operations, Building Rentals, Administrative Support, Vendor management, and Purchasing

Position Requirements

1. Ability to Communicate Effectively
 - a. Be able to work with and follow instructions from a diverse group of people (staff, vendors, parishioners, and renters)
 - b. Be able to employ skills necessary to communicate by phone and to professionally provide information and assistance with courtesy and tact
 - c. Ability to maintain confidentiality and use discernment
2. Ability to show flexibility
 - a. Ability to provide creative solutions to problems or issues that arise
 - b. Ability to accommodate numerous work styles
3. Ability to employ administrative, organizational, and time management skills
 - a. Be able to adhere to deadlines
 - b. Be able to prioritize and complete numerous tasks within time constraints
 - c. Provide attention to detail to ensure accuracy
 - d. Be able to set and maintain schedules
4. Ability to lead and manage projects
 - a. Be able to delegate tasks and follow up to ensure projects are completed to expected satisfaction
 - b. Be able to take initiative to bring about increased organization
5. Ability to make conscientious purchasing and budgeting decisions
 - a. Be able to manage a budget
 - b. Be able to be the main point of contact for billing issues
 - c. Be able to make economical purchasing decisions
6. Ability to use productivity tools and manage the use of office equipment
 - a. Be able to easily use or adapt to using productivity tools (Google Suite, Such as Google Drive, Google Docs, Google Calendar, Google Sheets, Microsoft Office including Excel and Powerpoint)

- b. Be familiar with and able to troubleshoot basic office equipment (Printers, copiers, phone systems)
- c. Be comfortable using or learning to use and supporting others in using presentation and meeting tools such as Zoom, screen projectors
- d. Be able to master and teach others the basic functions of the Church Contact Management program and mobile app
- e. Be able to master and use appropriate input and reporting functions in the Church Contact Management program (Realm)

Essential Duties and Responsibilities

Campus Oversight

1. Maintains and utilizes a master calendar for scheduling church programs and events, and room reservations (including outside organizations)
2. Oversees purchasing: maintains relationships with vendors, and maintains account information
3. Maintains a log for all building keys and keypads collecting and distributing as needed
4. Ensures proper operation of printers and other office equipment; coordinates maintenance and repair as needed
5. Communicates maintenance needs to Sexton and Buildings and Grounds volunteer professionals when appropriate
6. Represent Epiphany at the 3 Epiphany meetings
7. Maintain and manage the purchasing of kitchen and office supplies for the Christie House
8. Mail and Packages: Assure that mail and packages are secure, opened and distributed carefully in a timely manner;
9. Oversees all church mailings; main point of contact for USPS bulk mail and external printing vendors
10. Provides general administrative support to the staff, ministry leaders and volunteer professionals

Liturgical support

1. Print weekly worship bulletins for all services; orders bulletin stock as needed

Stewardship support

1. Oversees stewardship mailings
2. Provide administrative support to Stewardship chair related to the annual campaign

Music Department support

1. Coordinate arts calendar submissions
2. Oversee collection of fees and payment of teachers

3. Provide administrative support to the Dean of the Music academy such as negotiating space needs

Communications Support

1. Website
 - a. Assures day to day updating of the website including uploading bulletin PDFs, changing service times, checking on calendar integration, making updates, and removing outdated information
 - b. Video input management, the general upkeep of standard-tier recordings including weekly Bible Study uploads, basic Zoom recording uploads, Youtube management. This includes management of links within the system
 - c. Works in conjunction with the Communications Director, alongside staff and/or volunteers to ensure distribution of necessary communication materials: mailings, posters, etc.
 - d. Works with the Communications Director to sync calendar with parish communications
2. Campus signage and bulletin boards
 - a. Maintain bulletin boards and ensure that information posted throughout the campus is accurate and up to date
 - b. Maintain and create appropriate signage as needed

Provides oversight and management of the front office

1. Create an environment that is organized, warm, and welcoming
2. Recruit and schedule volunteers to cover the front office
3. Ensure front office volunteers have the daily activities list and any pertinent information to answer incoming calls
4. Maintain and manage phone/voice mail system including handling and routing incoming calls to appropriate persons
5. Utilize Church Contact management system (Realm) as appropriate to update parishioner information (address change, births, deaths, etc.) and assist parishioners with their accounts and the app.

Manage Building use and Rentals

1. Facilitate and manage building rentals with outside groups from the time of inquiry to post-event follow up
2. Ensures rentals from outside groups do not interfere or disrupt parish events
3. Ensures all facility rentals are tracked on the master calendar
4. Ensures set-up/equipment/service needs are communicated to appropriate staff and other interested parties

Epiphany is dedicated to providing a welcoming environment with safe, secure, and well-maintained physical spaces for its congregation. Epiphany is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants.

An offer of employment for this role will be contingent upon the successful completion of a background check.

If you are interested in applying for this position, please email your cover letter and resume to hr@epiphanyseattle.org.