**St. John’s Episcopal Church Georgetown seeks to hire a full-time Parish Administrator (40 hours a week) with the following qualifications:**

* Strong organizational skills that would allow the Administrator to maintain smooth operations in a busy urban parish office.
* Effective communicator
* Capable of providing leadership in an environment that enables clergy, staff, and lay people to minister effectively.
* Friendly and approachable as he or she is the first person that parishioners, volunteers, preschool students and parents, and the wider community encounter when coming to St. John’s.
* Substantial experience in church administration desired.
* Available during the busiest times of our church year: Christmas, Easter, and the annual Georgetown House Tour (the last Saturday in April).

The position comes with good benefits and the salary will be in the $50,000-55,000 range, commensurate with experience.

This Position requires:

1. Strong organizational skills:
   * Ongoing communication and coordination with other members of the staff, clergy, larger community concerning services, calendars, meetings, appointments, etc.
   * Prepare weekly bulletins for two Sunday services, as well as other services and events
   * Manage the office budget and process invoices for payment
   * Maintain office equipment: copier, computers, software, etc.
   * Maintain personnel files
   * Purchase office and kitchen supplies
   * Manage church and space-use calendars
   * Take monthly Vestry meeting minutes and distribute in timely manner
   * Maintain vital demographic church records,
2. Effective communication skills

* Answer the telephone, greet visitors, answer and distribute mail
* Update church website weekly and provide suggestions for ongoing improvements
* Prepare and send weekly e-mails to parish
* Coordinate the production of large mailings

1. Supervision of facilities:
   * Manage vendors and contracts
   * Liaise with Rectory tenants and St. John’s Episcopal Pre-School
   * Maintain licenses, certifications, and inspections according to local ordinances
2. Supervisory skills
   * Supervise parish sextons and childcare personnel
   * Schedule and supervise office volunteers
3. Technological Skills, including proficiency in:

* Microsoft Office Suite (Word, Excel, Power Point) and Microsoft Publisher
* Quick books Accounting
* ACS, Power Church, or other database management program
* Mail Chimp or other mass e-mail program

To apply, please send your resume to [search@stjohnsgeorgetown.org](mailto:search@stjohnsgeorgetown.org). We will begin reviewing applications on March 30th, but will continue to accept applications until the position is filled.

For more information about St. John’s Episcopal Church, Georgetown, please visit our web site: [www.stjohnsgeorgetown.org](file:///C:\Users\Albert\AppData\Local\Temp\www.stjohnsgeorgetown.org)

St. John’s is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.