

Office Administrator Job Description

The Office Administrator provides essential operational, administrative, and communication support to the Rector, vestry, and congregation. Operating as the primary user of the Realm church management software, this role ensures accurate parish records, coordinates weekly communications, and manages day-to-day church office logistics.

Key Responsibilities

1. Database Management & Parish Records (Realm)

- **Profiles:** Maintain accurate member records, family units, and contact updates in Realm.
- **Engagement:** Track attendance, manage group rosters, and update volunteer schedules within the system.
- **Sacramental Registry:** Record all baptisms, confirmations, marriages, and burials in Realm and official parish registers.
- **Reporting:** Generate demographic, attendance, and parishioner reports for leadership and annual diocesan filings.

2. Office Administration & Operations

- **Reception:** Serve as a welcoming presence by answering phones, managing emails, and greeting visitors.
- **Calendar:** Maintain the master parish facilities and events calendar.
- **Supplies:** Monitor and order necessary office, liturgical, and hospitality supplies.
- **Vendors:** Coordinate with building contractors, cleaners, and office equipment technicians.
- **Security System:** Administer the church's keycard access process in coordination with the IT Administrator, including requesting the creation of new users; assigning appropriate access permissions and schedules; issuing keycards to church and preschool employees, ministry leaders, new hires, and other authorized individuals; maintaining accurate records of keycard assignments; and promptly requesting changes or deactivation when a user's role or access needs change.

3. Communications & Worship Support

- **Bulletins:** Format, print, and proof weekly service bulletins, including special liturgies.
- **Outreach:** Design and distribute the parish newsletter and digital announcements using Realm's communication tools or connected platforms.

Qualifications

- **Experience:** 2+ years of administrative experience; direct experience using Realm (ACST) is highly preferred.
- **Technical Skills:** Proficiency with Microsoft 365 or Google Workspace, and digital design tools like Canva.
- **Core Competencies:** Strong organizational skills, attention to detail, and a warm, pastoral reception style.
- **Confidentiality:** Absolute commitment to protecting sensitive member data and pastoral information.
- **Requirements:** Must successfully complete the Episcopal Church's Safe Church training.

Position Details & Compensation

- **Hours:** Part-time, 20-28 hours per week
- **Schedule:** Monday through Thursday (specific daily shift times to be finalized upon hire).
- **Hourly Rate:** \$20.00 – \$24.00 per hour, depending on experience.
- **Estimated Annual Salary:** \$29,000 – \$35,000, calculated based on the finalized weekly hours and rate agreement.