



Position: Parish Administrative Assistant

Position Summary:

Under the supervision of the Rector, the Parish Administrator provides general office support to the senior warden, members of the vestry, the treasurers, heads of committees, and members of the congregation in order to support the ministries and mission of Church of the Incarnation. This work includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing use of church space by parish and outside groups, supporting church ministries and committees and collaborating with volunteers, *also known as Office Angels*. 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.

Reports to: Rector and Senior Warden of Vestry

Hours: 24-30 hours/week. Schedule to be determined in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.

Status: Regular Part-time, Non-exempt

CONFLICT OF INTEREST

The candidate must not be related, via blood, marriage, or through business relation, to any Clergy, Warden, Treasurers, or any sitting member of the Vestry, at the time of hire. The Church Administrator is also prohibited from receiving any financial benefit from any vendor or any party encountered through the normal course of their employment at The Church of the Incarnation, other than the stipulated salary from the Church.

Essential Duties Information Management

1. Maintain a functional system of communication with the parish such as a church directory via computer, e-mail, phone, mail.
2. 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.
5. Produce and distribute weekly e-news and monthly parish newsletter by email and regular mail.
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.).
8. Ensure that outdoor sign is updated regularly to reflect current events and activities.

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: preparing meeting documents or posting minutes; making document copies, sending out mailings, etc.
4. Place orders for supplies and equipment as authorized.
5. Coordinate with the bookkeeper to maintain parish financial records.
6. Coordinate with vendors as delegated by Rector, Wardens and Building & Grounds Committee.
7. Communicate regularly with Rector, Sexton, and Wardens about facilities-related needs, including visits, set-up and clean-up for special events or maintenance by vendors, visitors, or parishioners.
8. Produce rosters, correspondence, and other documents.

9. Sort incoming mail and send parish mailing and other outgoing mail.
10. Maintain and manage parish calendar.

Liturgy Support

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

Volunteer Support

1. Assist in recruiting, coordinating and scheduling volunteers, including the Office Angels, as needed, under direction of the Rector or committee leadership.
2. Organize workflow and maintain a tidy and usable office environment so as to enable effective use of volunteers.
3. Assist in coordination of special events.

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 The Church of the Incarnation.
10. Must be able to lift 20 pounds.
11. Must pass background investigation to comply with church requirements.

Qualifications

- Minimum 3 years of office experience, including communications, is required.
- High school diploma is required at a minimum. Some college or training in office management is preferred.
- Experience in Episcopal Church liturgy and Episcopal Office procedures is helpful or other ministry setting is preferred.
- All newly hired employees shall have probationary employment for the first ninety (90) days, pending performance review by the Rector and Senior Warden. Within this period the employee may be terminated at any time if deemed necessary.

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and record-keeping experience to the church's e-mail address: miamiincarnation@gmail.com

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



THE EPISCOPAL CHURCH OF
THE INCARNATION

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