



Office Administrator- St. Timothy's Episcopal Church

The Office Administrator at St. Timothy's Episcopal Church (Herndon, VA) will serve as the primary point of contact for members, visitors, and friends of the church, and help to run the daily operations of the parish during the work week. This in-office position entails executing and implementing the strategy and vision of the Rector, while supporting other Church staff with clerical duties.

This Part-Time position is up to 19 hours a week and comes with the following compensation and benefits:

- Hourly rate of \$25, payable in installments consistent with the Church's payroll cycle
- Two weeks of vacation, as well as federal holidays and the week between Christmas Day and New Year's Day

The employer and employee agree to review the hours necessitated to fulfil the job responsibilities after three months.

This position reports to the Rector and is bound by Diocesan guidelines concerning Safeguarding policies. As with all staff, the Office Administrator must pass criminal and sexual misconduct background checks.

Job Description

This work includes, but is not limited to:

- data and records management,
- phone and email support,
- supplies and inventory management,
- weekly Bulletin Editing
- weekly Newsletter Editing managing the church calendar,
- supporting church ministries and committees,
- and collaborating with volunteers.

A spirit of collaboration with clergy and staff and empowerment of lay ministry will be hallmarks of the Office Administrator's presence at St. Timothy's.

→ Office Management and Administration

- Serve as the point of contact and maintain a welcoming atmosphere to visitors who call and visit the church office

- Help develop and print the weekly bulletin, update the prayer list, attendance records, manage check requests, on a weekly basis.

- Collaborate with the buildings and grounds committee, vendors, lay leaders, and other staff to manage maintenance and property repairs.

- Assist with the worship ministry schedule and serve as primary point of contact with ministry leads

- Assist in coordinating and scheduling volunteers under direction of the Rector or committee leadership

- Manage the parish office, update physical and online databases

Update and maintain website, including posting of sermons and any other virtual offerings
Update and publish the calendar of church events
Prepare and distribute reports for the Diocese and national Episcopal Church in a timely fashion
Act as the primary point of contact and monitor compliance for all users of the building

➔ **Financial:**

Collaborate with other staff and volunteers for the input of financial records and membership information into the church database
Act as a liaison to the parish bookkeeper, providing an updated monitor of expenses, and posting financial records on a regular basis
Support the Treasurer in preparing the annual parish budget Support internal financial audits
Provide administrative support to the Stewardship Committee in all aspects of the annual pledge campaign

➔ **Job Skills and Requirements:**

Proficiency and comfort with technology (Microsoft Word/ Excel/ Mailchimp/ Church Windows/ social media/ Canva) will be needed for all aspects of this job.
Attention to detail and a spirit of collaboration are most desirable

Contact: The Reverend Charles R. Cowherd, Rector of St. Timothy's (priest@saint-timothys.org) with cover letter and Resume.