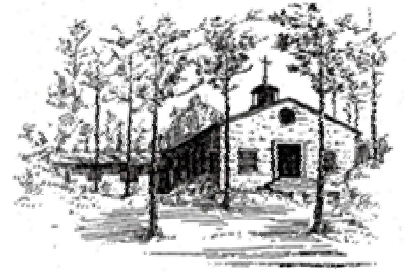


**Saint Paul's in the Pines
Episcopal Church**

1800 St. Paul Avenue
Fayetteville, North Carolina 28304
(910) 485-7000



Job Description

Position: Parish Administrator

Objective & summary of duties:

- **To represent the church while engaging visitors to the building and to fulfill the following office duties**
 - Financial
 - Maintain records of incoming/outgoing payments
 - Weekly Offering Reports - including confirming a balanced report
 - Create checks for outgoing funds pending signatures
 - Make authorized online payments as directed
 - Communications
 - Take and direct phone calls, answer questions and convey messages to Vestry and other clergy/staff and parish
 - Send/receive email and postal mail communications and direct to proper destinations; respond as necessary per direction or agreed duties
 - Maintain files and all communications as needed/directed.
 - Facilitate communications between the Diocese and the Parish
 - Track required Diocesan forms and information.
 - Development and creation of weekly bulletin, periodic (preferably monthly) online newsletter, facebook pages, and web site content, including updates and support
 - Maintain relationship with vendors and online sites.
 - Research and locate/contact vendors as needed for maintenance of church and programs, often in conjunction with Vestry members and church officers
 - General
 - Manage office and its inventory and equipment
 - Evaluate vendors and changes in services or suppliers
 - Order office and worship supplies as needed;
 - Keep documentation of church activities as needed/directed
 - Work with Vestry to complete necessary administrative tasks of audit, reports, and file maintenance
 - Maintain logs as determined by Vestry for keys, use of building, use of debit card, petty cash (on occasion) and maintain security of safe and building

- **Skill sets needed:**

- Ability to use a PC and the Internet
- Knowledge of software
 - Microsoft Office (MS Word, Excel/Access, Outlook etc)
 - Paint Shop or other art program
 - PDF Architect or Adobe Acrobat for managing pdf material
 - QuickBooks - sufficiently for data entry and retrieval
- Social Media tasks
 - Manage Facebook page and group
 - Maintain Wordpress blog in conjunction with church web site
 - Add content to church web site **
**** This may require some additional coaching/training ***
 - Create notifications, announcements, and newsletters with Constant Contact and maintain distribution lists
- Ability to use software to create flyers and posters and informational booklets as needed
- Ability to provide business correspondence and written content through creation, adaptation, and edition