

**HOLY TRINITY EPISCOPAL CHURCH
CLEMSON, SOUTH CAROLINA
POSITION DESCRIPTION – Parish Office Administrator**

Summary of Position

This individual is responsible for parish print and electronic communications, general receptionist responsibilities, personnel administration, and facilities use coordination. The position requires a welcoming and accommodating demeanor, attention to detail, flexibility, and an ability to deal with the unexpected.

Accountability

Reports to the Rector

Responsibilities

Print and Electronic Communications

- Produces the weekly service bulletin, including necessary inserts
- Produces bulletins for special services, such as Christmas, Easter, and funerals
- Produces and distributes HT Notes (e-newsletter) via Constant Contact
- Oversees distribution of the monthly newsletter *Tempo*
- Assembles parish wide mailings
- Maintains and updates information on website, master calendar, and all other media
- Serves on the parish Communications Committee

Receptionist

- Greets and assists visitors with business in office (in person, on phone or via email)
- Assists parishioners and committee members in their work related to parish ministry
- Responds to phone requests from general public

General Office Administration

- Maintains records of all baptisms, confirmations, marriages, and burials
- Maintains membership records in church management database
- Reviews and responds to weekly visitor requests for information on the parish
- Supports efforts as needed in administration of parking revenue
- Participates in weekly staff meeting
- Helps to coordinate the activities of various ministry groups (such as altar guild, lectors, ushers, choirs, youth) especially by managing the church resource calendar

Personnel Administration

- Maintains personnel records files for each employee.
- Administers insurance programs for health, vision, dental, life insurance in coordination with the diocesan office.
- Administers pension and retirement plan contributions of church employees.
- Assists employees with insurance claims and other questions regarding benefits.

Facilities Use Coordination

- Coordinates with Junior Warden to assist all repair persons or contractors needed for maintenance of the physical plant.
- Provides and maintains key tracking system.

General Qualifications

- Respect for Holy Trinity as a place of worship
- Welcoming, open, and helpful manner
- Neat and presentable appearance
- Respect for confidentiality of information
- Ability to work with a variety of personalities in a flexibly structured environment
- Good communication skills
- Ability to work independently and with others to set and accomplish goals
- Attention to detail

Specific Qualifications, Education, and Training

- Complete an Episcopal Safe Church Training Seminar and all mandated background checks within 30 days of starting employment
- Demonstrate proficiency in Microsoft Word, Microsoft Publisher, Microsoft Excel, Google Calendar, WordPress, Social Media Platforms and Constant Contact