



### **Parish Administrator**

St. James the Less in Ashland, Virginia, is seeking an energetic, detail-oriented, and passionate “people person” to handle the many duties required in a growing parish. This is a salaried position maintaining office hours 9 a.m. through 4 p.m. Monday through Thursday, and half days on Friday. Occasionally there will be other meetings/services that also requires staffing. The position requires emotional intelligence and interpersonal skills working with anyone, either in person or on the phone, and strong time management and publishing skills to keep up to date on the print and electronic communications of the parish. This person will have to “keep an eye on the forest” as well as “care for the trees,” as the situation requires. The administrator works with all the staff, a full-time rector, and several part-time ministers and lead lay persons.

#### Duties include:

- Creating and printing/sharing weekly and special bulletins, announcements, and emails. Maintain prayer lists.
- Answer phones and emails.
- Work closely with Rector to maintain and enhance the ministry of the parish, helping with all aspects of the Rector’s responsibilities.
- Contact all worship participants with their duties. Coordinate this with lay leadership.
- Process expense vouchers for all bills incurred by church activities.
- Manage office and all supplies needed.
- Maintain the church calendar and room assignments.
- Act as a liaison between community and church.
- Coordinate vestry reports and communication.
- Update and maintain the Church website.
- Update Church management database.
- Gather materials and reports for annual meetings & reporting.
- Other occasional/seasonal responsibilities.

The ideal candidate will be a self-starter and will have professional office experience, the ability to work independently, maintain strict confidentiality, and have experience with word processing and database software. Strong written and verbal communication skills, including basic copyediting and content review of written materials. Knowledge of church office practices is helpful, but not required.



The salary range for this position is \$30-35,000 per year. Compensation is commensurate with experience and does provide health and retirement benefits. Please send a cover letter and resume stating what interests you about the job, what would make you a good candidate, and any questions you may have to the Rev. Rock Higgins. [rhiggins@stjamestheless.church](mailto:rhiggins@stjamestheless.church)

We will be interviewing as we receive cover letters and resumes. Application deadline is March 25, 2020.