

Parish Administrator Job Description – St. Michael’s Wayne NJ (5/4/22)

Interface with the Public

1. Answer and direct phone calls and emails
2. Receive visitors and those who have appointments with a welcoming smile

Communications

1. Keep Website up to date
2. Send out E-News and Parish notices via email
3. Oversee E-News (collect articles from various writers)
4. Maintain and publish the Parish Calendar
5. Create materials for publicity (fliers, posters, notices, etc.)
6. Maintaining confidentiality is a must.

Liturgical

1. Prepare service bulletins for all services
2. Maintain Parish Registers and prepare Certificates for Baptisms and Weddings
3. Order supplies for Altar Guild

Administrative

1. Self-starter, works independently, reports to lay leader
2. Sort mail, call in Payroll
3. Scan invoices and email to Treasurer
4. Order Office and Building Sexton’s supplies as needed
5. Oversee maintenance of office equipment
6. Coordinate office volunteers

Software familiarity (preference is given to those with skills in these areas):

- Proficient with Office 365 especially Word, Excel and Access
- Comfortable navigating the internet; basic understanding of website structure and browser functions
- Working knowledge of social media platforms
- Understanding of photo and graphics file types for print and web and image editing skills
- Solid writing, editing and proofreading skills (submit writing samples)

Tuesday through Friday, 10am – 2:30 pm, flexible (1/2 hr. lunch; 18 hrs./week – no weekends)

Paid Major Holidays falling within the work week.

Compensation: \$18 to \$20 Per hour according to experience. Annual review.

There is a 90-day probationary period before this position will be considered regular. This is considered an exempt and “at will” position. Applicant will be subject to a background check.

Submit letter and resume by email to stmichaelswayne@gmail.com. No phone calls or in person submissions, please.