

## Job Description

**Title:** Parish Administrator

**Status:** Full-time

**Reports to:** Rector

**Revised:** July 2, 2018

The Parish Administrator serves as the primary person of welcome and clerical help for Calvary.

### **Qualifications for this position:**

Friendly and personal demeanor in relating to parishioners and guests; attention to detail; self-starter; high level of discretion handling confidential matters; ability to work under pressure and meet deadlines; excellent organizational skills; team player. Proficiency with computers and a variety of software including Microsoft Office and Automated Church Systems (ACS), a church record keeping software. Proficiency with office equipment. Familiarity with Episcopal Church preferred.

### **Reception area responsibilities include:**

- greet all who enter the office area and direct them to the appropriate destination
- answer the telephone, providing and taking information and/or directing calls as necessary

**Maintain parish calendar and schedule use of space at Calvary with inside and outside groups**

**Responsible for all matters related to parish membership records**

**Responsible for all postal related matters and office supplies**

### **Weekly Administrative responsibilities including:**

- assemble Sunday service bulletins, children's bulletins, and special service bulletins
- send reminders to flower deliverers, lectors, and chalice bearers
- update and publish Parish Prayer List
- provide copies of visitor cards to clergy

### **Occasional Administrative responsibilities**

**Assist Rector (about one hour per week) with administrative support**

**Other related duties as assigned by the Rector**

**Note: A detailed version of tasks associated with these areas of responsibility is available.**

For more information, please contact the Rev. Jonathon Jensen, Rector. Applications will be accepted until the position is filled.

C A L V A R Y  
E p i s c o p a l C h u r c h

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