

Part-time Parish Administrator

All Souls Parish, a vibrant Episcopal congregation in North Berkeley, seeks a part-time (20 hours/week) Parish Administrator who will work with clergy, staff, parishioners, and others to ensure the smooth operations of the church and its facilities.

We are looking for a responsive, motivated, and organized administrator who can set and balance multiple priorities. This person will work with other members of the salaried staff team and lay volunteers to support the mission and goals of the church. Primary responsibilities will include:

- Producing weekly service bulletins and related materials
- Serving as staff liaison for grounds and buildings maintenance, including supervision of outside janitorial and gardening services and building repairs and inspections, and point-of-contact for parish Property Committee
- Maintaining supplies for the church office and facilities
- Interfacing with those who rent building space, both ongoing and one-time rental contracts
- Warmly welcoming and orienting people to the parish as the first point of contact for weekday visitors and through timely email communication
- Publishing the digital parish newsletter and some website updates

Hours: 4-5 mid-day hours per day (9:30a-2:00p or 10:30a-3:00p), five days per week

Location: 2220 Cedar St., Berkeley, CA

Compensation: Approximately \$34,000 annually, depending on qualifications and experience

Supervisor: Rector

Desired start date: September 15, 2023

Qualifications and Desired Experience:

- Minimum Associate degree or equivalent
- Proficiency with InDesign and the Google Suite (google docs and sheets)
- Ability to make decisions in changing circumstances given general guidelines
- Comfort interacting with the public and volunteers tactfully, helpfully, and, where necessary, firmly
- Ability to anticipate and meet deadlines by structuring available time
- Developing and managing annual administrative budgets
- Communicating succinctly, both orally and in writing.
- Eager to collaborate with a team and able to be flexible
- Facility with SquareSpace or similar website publishing tool a plus

The successful candidate will probably have experience within a liturgical Christian faith community and/or work experience in an organization with many volunteer workers. Experience in making judgments about information dissemination and confidentiality will be helpful. Please note that people already active in the All Souls Parish community are not eligible to apply.

If you are interested in being part of this stimulating, positive work environment, please email your resumé, a cover letter, and names of 3 references who have known you in a work context (with phone numbers; email addresses) to emily@allsoulsparish.org. Please put Parish Administrator Search in the subject line of the email. Your application will be acknowledged by email.

We expect to begin reviewing applications in mid-August.