

St. Bede's Episcopal Church, Menlo Park, California

Parish Administrator

St. Bede's is a welcoming, intellectually curious, spiritually vibrant Episcopal congregation near Stanford University, with about 90 people in attendance on Sundays. We share our campus with Trinity School, an Episcopal elementary school; four different twelve-step groups as well as other community organizations make use of our space.

The Parish Administrator presents the face of St. Bede's to members of the congregation and the wider community. The Parish Administrator coordinates and implements the various administrative functions of the church office and campus; provides administrative support to the clergy, other staff members and volunteers; and supervises site maintenance.

The Parish Administrator reports directly to the Rector. This is a full-time, exempt position averaging 40 hours per week, 8:30 a.m. to 5:00 p.m. Monday to Friday (with 30 minutes for lunch).

Responsibilities

Communications and Publications

- Maintain an upbeat, welcoming and helpful environment in person, on the phone, and in digital communications. Greet parishioners and visitors. Receive and distribute mail and deliveries.
- Prepare weekly worship bulletins, parish-wide email announcements, and electronic newsletters; materials for governance committees; seasonal publications including the Christmas rack card and letter, and Trinity School chapel bulletin, Christmas and Graduation programs, the Annual Report, and other print and digital media as requested.
- Update parish website (WordPress) and Facebook page.
- Update campus bulletin boards. Procure banners for outdoor signage.

Scheduling

- Manage master calendars; schedule activities for clergy, staff and volunteers.
- Recruit and schedule worship volunteers; send weekly reminders.
- Administer online registrations for events and volunteers.

Administrative Support

- Meet with Rector on a weekly basis. Attend weekly staff meetings.
- Maintain church membership records; track members' completion of Safe Church training.
- Gather information for weddings/baptisms/memorial services; meet with families/ outside vendors for site visits.
- Support parish seasonal projects including Kick-Off Sunday, stewardship, Arts at St. Bede's, vestry elections and the Gala.
- Maintain supplies including liturgical items, office supplies, maintenance items and hospitality goods.
- Ensure office equipment is operating, schedule maintenance and repairs, assist users.

Site Supervision

- Working closely with Buildings & Grounds Chair, contract vendors and oversee routine maintenance and inspections including HVAC systems, fire alarm, elevator, and kitchen equipment. Monitor water use and utility bills.
- Generate work orders and document work.
- Supervise janitorial and groundskeeping staff.
- Maintain key distribution and collection system.
- Coordinate with and support site users including Trinity School, 12-step groups, and musicians.

Qualifications

- Four-year Bachelor's or two-year Associate's degree preferred but not required
- Excellent oral and written communication skills
- Extensive administrative experience in an office setting
- Flexibility; ability to work independently and as part of a team; ability to maintain highly organized work environment and efficient flow of work, perform multiple tasks in a quickly changing atmosphere, and manage the unexpected with grace
- Ability to present a positive, friendly, welcoming image to the public and church members
- Ability to maintain confidentiality; healthy boundaries
- Extensive knowledge of and experience with digital technologies and office equipment; ability to implement new software as required. Knowledge of Google Apps for Nonprofits, SignUpGenius, Breeze Church Management, and SchoolDude a plus
- Ability to personally oversee or engage in activities throughout the campus
- Familiarity with the Episcopal Church or other religious institutions a plus

Compensation

Compensation is competitive and includes generous medical and dental benefits, retirement contributions, and paid vacation and sick leave.

To Apply

Please send a cover letter specific to this role and a resume to the Rev. Gia Hayes-Martin, Rector, at gia@stbedesmenlopark.org. References and a background check may be requested.

Applications will be accepted until the position is filled; priority will be given to applications received by July 15, 2019.