

**Job description** Administrative Assistant / Church Administrator, St. Ann's Episcopal Church, Sayville, NY

St. Ann's Episcopal Church in Sayville, NY seeks a part-time Church Administrator responsible for managing the daily operations of the church, partnering with staff / volunteers, managing the church's schedule of events, handling daily communications for the parish, and keeping accurate records. Our ideal candidate is strategic, organized, proficient with technology, and confident communicator. We are looking for someone to help direct & maintain the smooth operations of our bustling parish.

**Responsibilities**

- Maintaining confidentiality, demonstrating discretion, and fostering collaborative relationships.
- Maintain copies for all necessary administrative documents such as insurance certs, employee records, audit reports, annual reports etc.
- Parishioner records: attendance, given amounts, membership, and other basic information.
- Creating and distributing all service bulletins, newsletters, and other statements.
- Respond to & process all incoming communication: email, mail, phone calls, and other correspondence.
- Creating & maintaining all calendars: Internal, External, and Clergy.
- Assisting with overseeing the use of church equipment and facilities.
- Contributing to the general oversight of church facility to include maintenance logs, scheduling annual inspections, security systems, equipment inventory, and coordination with Church Sexton.
- Coordination and contributing to the completion of the Annual Report.
- Assure that invoices are appropriately addressed for goods/services rendered.
- General administrative support to the Rector (as assigned).
- Recruiting office volunteers and overseeing their work (as needed).

**Qualifications**

- Ability to maintain confidentiality in all interactions with parishioners, the rector, and others.
- Ability to work independently.
- Strategic thinking, proactive, problem-solving, self-starter.
- Proficiency with the Microsoft Office Suite, particularly Word and Excel.
- Proficiency with online communication tools such as MailChimp, Zoom, Facebook, etc.
- Proficiency with/willingness to learn our church management software.
- Strong written and verbal communication skills.
- Exceptional organizational skills, effective records keeping, time management, and ability to effectively prioritize competing demands / deadlines.
- Prior professional administrative experience preferred.

**Additional Details**

- Hours: 25-28 hours per week, ideally Monday-Friday starting at 9AM, but specific schedule is negotiable
- Compensation: Based upon skill and experience level.
- Benefits: Life insurance, Paid time off, Retirement plan
- Hire pending the successful completion of a background check.
- The selected candidate must complete "Safe Church" and Anti-Racism training.
- Our work is informed by the liturgical calendar: Advent, Christmas, Lent, Holy Week, and Easter are annual "high-activity" times of the year, schedules may be adjusted accordingly.

To apply for this position, email a copy of your resume to [frjeff@saint-anns.org](mailto:frjeff@saint-anns.org) & cc [office@saint-anns.org](mailto:office@saint-anns.org). If you have any questions, you can contact Rev Jeff Stevenson in the office at 631-589-6522.

*St. Ann's Episcopal Church is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*