

**Job title:** Parish Administrator and Communications Director

**Reports to:** The Rector

**Employment Classification:** Full-time

**Hours per week:** 40

**Salary range:** \$60,000 - \$70,000

**Narrative:**

Thriving Episcopal parish seeks a dedicated administrator to manage our day-to-day operations and communications. This full-time position is perfect for a motivated, creative, well-organized administrator with excellent inter-personal skills, high emotional intelligence, and creative communication competencies across various media platforms.

Founded in 1732, The Falls Church is simultaneously one of the oldest Episcopal congregations and one of the newest. We are thoughtful, progressive, dedicated to justice and equity, and actively engaged in radically welcoming ministry.

**Responsibilities include:**

*Governance and Operational Infrastructure*

- Propose and track departmental budget
- Manage staff HR functions, including onboarding scheduling, benefit coordination, and personnel policies
- Facilitate planning and preparation for special events
- Provide administrative to vestry, annual giving campaign, and annual meeting
- Maintain church calendar, rector's calendar, and staff meeting schedule
- Maintain membership database and sacramental register
- Strengthen operational process to support continuing growth

*Communication*

- Oversee the design and production of all print and digital communications, including parish emails, newsletters, annual reports, stewardship materials, service leaflets, banners, and physical signage
- Manage parish website, ensuring effective messaging and keeping material current
- Manage parish's social media presence
- Liaise with hospitality ministry to facilitate new member process

*Day-to-Day Operations*

- Manage ongoing and day-to-day operations of a thriving parish, including all office functions (mail, deliveries, copier, office supplies, printing, etc.)
- Coordinate basic office needs (phones, Internet, computers, etc.) in conjunction with outside vendors
- Answer, vet, and direct incoming calls; answer door and assist visitors

- Maintain relationships with the larger community, e.g., law enforcement, municipality, chamber of commerce, media outlets, etc.

**Work environment:**

- Requires 9:00 a.m. to 5:00 p.m., Monday-Friday, on-site office hours, and attendance at special events, often on weekends; flextime offered.
- Includes ability to work with staff, clergy, members of the parish, and the larger community.

**Qualifications:**

- Bachelor's degree and/or equivalent
- Experience in non-profit administration, church administration preferred
- Proficiency in standard software use (Microsoft Office Suite, Adobe, etc.), web-based applications, and ability to learn church membership and communication database
- Ability to prioritize responsibilities
- Excellent communication and inter-personal skills among a variety of stakeholders
- Ability to articulate a consistent and authentic parish narrative
- Ability to work collaboratively as well as independently
- Sense of discretion and emotional sensitivity

**Benefits:**

- Compensation commensurate with experience
- Group medical/dental insurance
- Vacation/sick leave
- 403(b) plan

The Falls Church is an Equal Opportunity Employer. Resumes and cover letters should be sent to The Rev. Burl Salmon at [bsalmon@thefallschurch.org](mailto:bsalmon@thefallschurch.org). Interviews on a rolling basis to hire by October 2, 2023.

*This job description is not intended to be a comprehensive list of all the duties and responsibilities of the position, some or all of which may change without notice.*