



THE FALLS CHURCH
EPISCOPAL
FOUNDED 1732

Job title: Parish Administrator

Reports to: The Rector

Employment Classification: Half-time

Hours per week: 20

Narrative:

Radically welcoming Episcopal parish seeks a passionate and organized parish administrator. This half-time position is perfect for a motivated, creative, natural leader with excellent problem-solving skills and high emotional intelligence.

Successful candidate will work closely with other parish leadership to:

- Manage ongoing and day-to-day operations of a thriving parish.
- Strengthen operational processes to support continuing growth.
- Manage internal communications and coordination among staff, vestry, and other key stakeholders.
- Build a stronger human resource foundation, which includes supervising and mentoring administrative staff.
- Provide input on budgeting and financial management for program areas.

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 ministry—we are committed to the Gospel of Jesus.

Responsibilities

Day-to-Day Operations

- Facilitate planning and preparation for events throughout program year, guiding clergy, staff, and lay leaders through the process; provide deadline reminders and track progress for all program year events.
- Maintain sacramental register, recording all services and pertinent information throughout the year.
- Maintain rector's calendar.
- Coordinate weekly staff meeting.
- Answer, vet, and direct incoming calls; answer door and assist in-person visitors.
- Manage all office functions, including mail, deliveries, copier, ordering office supplies, printing, etc.

- Manage basic office IT needs (phone systems, Internet, computers, copier/printers) in conjunction with outsourced tech vendor.
- Coordinate parish needs with law enforcement or other municipal office

Governance and Operational Infrastructure

- Facilitate problem solving and decision-making on all operational issues, including – but not limited to – budget and financial management, human resources and staffing, IT, outreach, programming, facilities, and special events management.
- Build, continually improve, and document processes to incorporate key decisions, lessons learned, and important institutional knowledge to streamline and strengthen parish operations.
- Ensure seamless communication and coordination on all scheduling, resource needs, programming decisions, and more between clergy, staff, vestry, and ministry leads.

Financial Management

- Manage monthly, annual, and ad hoc financial reporting (including monthly reports to vestry, annual financial report, annual parochial report, etc.), in coordination with financial administrator, finance committee, rector, and others.
- Assist financial administrator with weekly income tracking
- Monitor budget execution throughout fiscal year.
- Provide support to Annual Giving Campaign.
- Coordinate and assist in preparation of annual budget.

Communications and Coordination

- Serve as first point of contact for incoming questions and requests from staff, vestry, Day School, and parishioners and ensure appropriate follow-up and response.
- Support rector in strengthening parish ties to the broader community and increase visibility in Falls Church and assist in executing the vision.
- Support needs in anticipation of annual meeting.

Human Resources

- Manage and supervise administrative and operations personnel, including Building and Grounds Supervisor.
- Maintain human resource/personnel management manual and practices, including hiring processes, setting performance expectations and conducting performance reviews, resolving interpersonal issues, managing vacation schedules and policies.

Qualifications:

- Bachelor's degree and/or equivalent
- Experience in non-profit administration, church administration preferred

- Proficiency in standard software use (Word, Excel, Adobe, etc.) and ability to learn church membership and communication database
- Ability to prioritize responsibilities
- Excellent communication and inter-personal skills with a variety of stakeholders
- Sense of discretion and emotional sensitivity
- Ability to work collaboratively as well as independently

Benefits:

- Compensation commensurate with experience
- Group medical/vision/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. Interviews on a rolling basis.

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.