

SAINT ATHANASIUS ORTHODOX CHURCH

Administrator – 30 hours/week

Job Description

The administrator's central task is to serve as a support for the Senior Pastor and to assist him in facilitating the effective day to day functioning of the church. He/she oversees the office, its activities and staff; coordinates events, facilitates good communication within the parish, and anticipates planning for activities and events with attentiveness to the Master Calendar.

Reports to: Senior Pastor

Minimum Qualifications:

1. Computer skills, organizational and people skills required.
2. Demonstration of excellent communication skills, both verbal and written.
3. Bachelor of Arts degree preferred in either a relevant degree program, or equivalent experience in administration/management, preferably in a non-profit or Church environment.
4. Knowledge of office methods, procedures, software, practices, and equipment.
5. Five years relevant experience in administration/management, and organizational development and leadership, preferably in a non-profit or Church environment.

Duties and Responsibilities:

Communications

- Coordinates the annual master calendar with the priest before each liturgical year, posts services and activities to the Google calendar, and keeps it current with changes and additions.
- Sends parish email reminders, announcements, and bulletins; posts the weekly bulletin and Parish Council minutes to the website when available.
- Assists with communications for the Central Coast Orthodox Clergy Association as needed.

Clerical

Clerical tasks include core office support, parish communications, records management, supplies/equipment, document production, meeting support, and required filings. Some responsibilities were previously supported by an Office Assistant; there is currently no Office Assistant.

- Manages office phone, voicemail, mail collection, sorting, and distribution, including mail received for unhoused individuals who use the church address.
- Coordinates parish communications and printed materials, including Sunday bulletins, weekly announcements, special member emails, service booklets, feast-day handouts, and Parish Council materials.
- Maintains parish records and databases, including sacramental and funeral records, Archdiocese certificates, member contact information/status, and clergy/staff/ministry leader directories.
- Oversees office equipment and supplies, including postage meter, copier, computers, toner, copier staples, postage, paper, repairs, and general office supplies.
- Handles required administrative filings and reports, including the SI-100 in odd-numbered years, annual property tax exemption form by February 15, and annual Archdiocese census statistics with the priest.

Bookkeeping

- Manages weekly donation intake and deposits: collects tithe-box funds, prepares and delivers bank deposits, creates and distributes deposit details to the priest, Treasurer, and Building Fund Chair, enters deposits in QuickBooks, records donations, and maintains supporting documentation.
- Maintains donor records and stewardship reporting, including year-end tax statements by email or mail as needed.
- Supports budgeting and financial oversight by preparing the first draft of the annual parish budget, monitoring bills and payables, maintaining paid-bill files, reviewing monthly financial and tithe reports with the Treasurer, and downloading monthly bank statements.

- Handles routine banking and Archdiocese tithe reporting, including monthly bank transfers, submitting the monthly tithe report with required statements and reports, and ensuring the tithe check is written and mailed.
- Processes reimbursements for ministry heads, clergy, and Agape Meal hosts using submitted forms and receipts; coordinates with the Bookkeeper for twice-monthly check processing and handles urgent manual reimbursements when needed.
- Ensures the Bookkeeper has current and accurate information needed to process twice-monthly payroll.

Administrative Supervision

- Keeps paid staff job descriptions current and supervises part-time office staff, including the Bookkeeper and Clerical Assistant if applicable.
- Meets regularly with the Senior Pastor to review issues, receive assignments, and coordinate calendar and administrative priorities.

Organizational Development

- Works with ministry teams as directed by the priest to set goals, develop budgets, publicize activities, and create sign-up lists for events such as soup dinners, potlucks, and social gatherings.
- Assists the priest with ministry leader meetings, seminars, classes, workshops, and parish meetings, including flyers and publicity coordination.

Temple Maintenance related Tasks

- Orders cleaning supplies and paper products as requested by cleaners or the Maintenance Supervisor and coordinates the weekly cleaning schedule.
- Communicates observed or reported maintenance and repair needs to the Maintenance Supervisor and schedules alarm-system service as needed.
- Manages building keys and alarm passcodes, tracks who has access, and provides alarm-system training.
- Schedules annual March backflow testing, coordinates reminder letters with the plumber, and ensures required reports and invoices are completed.

Youth Protection Program Administration

- Maintains the list of individuals required to complete background checks every three years and annual training modules.
- Ensures new employees, Parish Council members, and Youth Workers complete required background checks and training by September of the year they begin serving.
- Maintains Archdiocese compliance by collecting annual parent consent forms for youth under 18 and registering Youth Workers each September.

Core Skills & Knowledge Requirements

Administrative, Financial, and Organizational Skills

- **Administration and organization:** Able to manage multiple priorities, maintain accurate records, coordinate projects and events, and meet deadlines with minimal supervision.
- **Financial literacy:** Understands bookkeeping fundamentals, accounts payable/receivable, deposits, donor records, budget preparation, expense tracking, and basic financial reporting.
- **Stewardship support:** Able to assist with fundraising, pledge drives, stewardship campaigns, and grant opportunities when applicable.

Facilities, Communications, and Technology

- **Facilities and vendors:** Familiar with basic building systems, space scheduling, maintenance coordination, vendor communication, bids, contracts, and repair follow-up.
- **Communication:** Communicates clearly and professionally in writing and speech with clergy, parishioners, staff, contractors, volunteers, and community partners.
- **Technology:** Proficient with Microsoft Office, email, calendars, databases, basic troubleshooting, and parish/accounting software; website or social media familiarity preferred.

Church, Staff, and Compliance Knowledge

- **Orthodox Church context:** Understands Orthodox parish life, the liturgical calendar, ecclesiastical structure, and the importance of supporting the spiritual focus of the community.
- **Staff and volunteer coordination:** Able to coordinate office staff, part-time employees, volunteers, and ministry teams with clarity, accountability, and constructive follow-up.
- **Compliance and risk awareness:** Understands nonprofit governance, record-keeping, tax and property-related filings, employment and safety basics, insurance/risk considerations, and Archdiocese policies affecting parish operations.

Personal Attributes

- **Team-oriented:** Works cooperatively with others and contributes effectively as part of a team.
- **Service-minded:** Responds to parishioners, staff, clergy, volunteers, and visitors with compassion, respect, and professionalism.
- **Respectful communicator:** Shares information clearly in speech and writing while demonstrating understanding of others' perspectives and needs.
- **Accountable and dependable:** Takes ownership of work, follows through on commitments, and maintains quality and timeliness.
- **Growth-oriented:** Seeks to develop knowledge, skills, and expertise that strengthen both personal effectiveness and parish operations.
- **Resourceful problem solver:** Identifies barriers, proposes practical solutions, and adapts as circumstances change.
- **Proactive:** Recognizes needs, problems, or opportunities and takes appropriate initiative.
- **Parish-aware:** Understands parish structures and works within them with flexibility, creativity, and good judgment.
- **Discreet and confidential:** Handles sensitive parish information with trustworthiness and care.