***Emmanuel Episcopal Church, Alexandria Virginia, seeks a dynamic individual to join our creative and hard-working team. A medium size parish of dedicated congregants both young and not so young, Emmanuel is a vibrant and growing community. We are looking for someone who will be a vital part of our organization and dedicated to keeping our parish running smoothly as a member of our administrative team. We hope you will consider this an exciting opportunity to make a difference in the life of our community.***

***Overview:*** The Parish Administrator is the director of all Emmanuel’s administrative operations and communications including parish financial activities, including supervisory responsibility for the Administrative Assistant and Sexton. A key player in all areas of church management, this position interacts with, and supports, the clergy, other team members, the Vestry, the preschool administration and staff, parish committees and ministries, and most importantly members of the congregation. If you are a flexible, customer service oriented, “can do” individual, this is a good fit for you. Anticipated 32 hours/week requirement. This position is primarily in-person, but some remote time may be negotiated. Occasional evening meetings required.

***Responsibilities***

*Financial*

* Manage and safeguard financial payments and receipts for the church and the preschool including distribution and monitoring of parish credit cards.
* Administer monthly payroll for the church and preschool staff, including annual tax documentation distribution.
* Distribute donor information to all contributors on a quarterly basis and as needed upon request.
* Work closely with the Stewardship and Finance teams on the annual giving campaign and creation of the annual budget.
* Manage Emmanuel’s banking relationships and coordinate with the Chair of the Emmanuel Foundation regarding investment assets.

*Facilities*

* Oversee all daily operations of the church and its facilities and work with the Parish Administrative Assistant, Sexton, and Preschool Executive Director to address any concerns.
* Work with the Building Project Manager on facility maintenance and projects.
* Manage property insurance and risk mitigation.
* Manage the parish event calendar and building rentals.

*Human Resources*

* Manage human resource functions such as benefits administration, training, reporting, and compliance.
* Manage worker’s compensation insurance and employee claims.

*Emmanuel Preschool*

* Work closely with the Preschool Executive Director on all scheduling, facilities, and finance issues.
* Provide daily support as needed to the preschool Director and staff.
* Attend monthly Preschool Board meetings.

*Communications and General Administrative Management*

* Support the Rector and lay leadership of the parish to recommend, establish and implement church policies and procedures.
* Assist administrative assistant with development, creation, and scheduling of all internal and external parish communications.
* Address congregant concerns and/or suggestions as they relate to the church administration or operations and support clergy as needed on liturgical or pastoral concerns.
* Communicate with and utilize Diocesan staff as needed to perform ongoing responsibilities.
* Report to Vestry at monthly meetings and provide ongoing support as needed.
* Attend ad hoc meetings of other vestry and parish committees as required.
* Maintain files and records of all parish activities in accordance with published Diocesan guidelines including required annual reporting.

***Reporting Relationship***

This position reports directly to the Rector and provides support to all church ministries.

***Qualifications***

*Required:*

* Experience with Quick Books or other bookkeeping software.
* Strong verbal and written communication skills.
* Strong organizational, administrative, and delegation skills.
* Exceptional interpersonal/people skills.
* Ability to adapt to rapidly changing circumstances quickly and decisively.
* Ability to adhere to strict confidentiality.
* Ability to create and maintain a cooperative team spirit with the preschool and church staff, volunteers, and members of the congregation.

*Preferred:*

4-year college degree

***Salary***

Salary will be negotiated based on experience and qualifications. Anticipated to be in the range of $52K - $55K plus individual health, dental and pension benefits.

To apply: Please send cover letter and resume to administrator@emmanuelonhigh.org.