

Job Title: Parish Administrator

Work Schedule: part-time, 16-19 hours per week

Location: Holy Nativity Church in Aina Haina; 5286 Kalaniana'ole Hwy, Honolulu, HI 96821

Salary: \$15 per hour

Position Summary: Under the supervision of the Rector, the Parish Administrator provides general office support to the Rector, staff, congregation, and volunteers to support the ministries and mission of Holy Nativity Episcopal Church.

Essential Duties:

1. Provide a welcoming and helpful presence in the parish office; serve as the primary office receptionist
2. Prepare worship materials and bulletins for Sunday morning, Wednesday morning, and other services, including holidays and funerals
3. Prepare a service schedule for the worship ministry volunteers
4. Manage/maintain the church's online presence (Facebook page, Website, advertising)
5. Produce and distribute a bimonthly email newsletter and periodic special announcements
6. Gather and provide data as needed for the Annual Report, Parochial Report, and other reports required/requested by the Diocese
7. Produce reports, directories and other documents from parish records, under the direction of the Rector, Vestry, and Committee leadership
8. Keep parish records (attendance log, baptism log, death log, etc) up-to-date and accurate
8. Update bulletin boards with church news
9. Respond to requests for information and resources via email, telephone, and face-to-face visits; refer to the Columbarium Procedures binder for complete information about selling niches, interment, of ashes, etc.
10. Inventory and place orders for supplies and equipment as authorized
11. Communicate regularly with Rector, custodial staff, and volunteers about set-up and clean-up for meetings and special events
12. Sort incoming mail, and send out parish mailings and other outgoing mail.
13. Order altar flowers for services
14. Manage work orders

Ideal Candidate should possess:

1. Strong computer skills
2. A desire to use their business administrative skills in a ministry-team setting
3. A devotion to the community of Aina Haina, Hawaii Kai, Kahala, or any area in proximity to the Church of the Holy Nativity
4. A commitment to remain in the position for more than two years

Deadline to apply is 10/13/2017

Applicants may send their resume and cover letter to-
ParishAdministrator@holynativityhonolulu.org

