



## Office Administrator

Calvary Episcopal Church, Summit, NJ

The Administrator is part of Calvary's senior leadership team. Under the leadership of the Rector, the Administrator acts as a liaison to communicate with church members, community members, and constituents throughout greater New Jersey. The Administrator works closely with the Rector in managing the business of the parish, including the areas of human resources, facility management, staff management, strategic planning, and communication.

Calvary promotes a collaborative environment where each person is valued and supportive of one another, and where all, working through prayer and charity, seek to promote God's mission in this parish. The ideal candidate is enthusiastic, takes pride in their work, and enjoys collaborating with the vestry and staff to cultivate a vision focused on the Kingdom of Heaven.

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### Administration

- Respond to email and phone inquiries from within and outside the parish
- Maintain database of members and office records
- Assist with the annual stewardship campaign and grant applications
- Manage Google G-Suite and cloud-storage systems
- Manage building use calendar and maintain relationships with renters
- Work with IT and AV specialists on computing, network, and equipment issues
- Other general administrative functions

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### Communications and Publications

- Create bulletins for weekly worship services and monthly parish newsletter
- Create and send church email communication to parishioners
- Maintain and update the church website
- Manage church social media presence (Facebook and Instagram)
- Create posters, flyers, and other marketing materials

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### Skills

- Meticulous organization and attention to detail
- Clear written and oral communication
- Google/Gsuite calendar and email management
- Word Processing, editing, and light graphic design using programs such as Word, Pages, Canva, and InDesign

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### Benefits

- Insurance and Pension plan
- Continuing Education Stipend
- 4 weeks of paid vacation per year, 10 paid holidays a year
- Flexible scheduling

Those interested should send their resume to the Reverend Chris Cole, at [ccole@calvarysummit.org](mailto:ccole@calvarysummit.org)  
Inquiries will be received on a continuing basis until the position is hired.