

All Saints Episcopal Church/ Todos los Santos Iglesia Episcopal • Hillsboro, OR

Job Opening: Parish & Property Administrator (bilingual)

Position Description

This position will enable the smooth functioning of All Saints Episcopal Church, Todos los Santos Iglesia Episcopal, and the community service organizations and ministries using our building, collectively the All Saints Community Center. The position includes office management, property management, recordkeeping and light bookkeeping. The position is bilingual. Pay is \$20.00 per hour for a maximum of 10 hours per week or 40 per month.

Duties of the position

Office Administration	Property Administration
<ul style="list-style-type: none"> • Handle office correspondence, phone, mail and email. • Submit bills and check requests for approval and scan and forward to Bookkeeper. • Get checks signed, mail checks, and file requests/statements for records. • Prepare reports, including monthly Vestry Financial Report and Packet. • Update church database and directory. • Prepare Annual Report. (for late January/early February Annual Mtg.) • Prepare Parochial Report (due 3/1). • Reorganize and clean out office files. 	<ul style="list-style-type: none"> • Create, receive, file, and update all Facilities Use Agreements. • Issue monthly Facilities Use Fee Invoices and receive and record them. • Coordinate with janitorial services to assure all areas are clean and ready for use. • Maintain Church Event and Building Use calendar. • Purchase supplies for office, janitorial, and restrooms. • Work with Rector and Vestry to publicize and enhance facilities use in community.
Parish Administration	Worship Administration
<ul style="list-style-type: none"> • Create and send “This Week at All Saints” eNewsletter to email list. • Maintain church bulletin boards (with volunteers). • Maintain records of Safe Church Training, Anti-Racism/Dismantling Racism training, background checks and current licenses • Maintain church records and archives. • Order supplies for Coffee Hour and other parish activities as requested. 	<ul style="list-style-type: none"> • Update Prayer List each week. • Finalize, print, and fold weekly worship bulletins. • Track changes, update, and distribute Worship and Coffee Hour ministry schedules. • Create wedding, funeral, and other special service bulletins.

Required Technical Skills

Familiar with Macintosh operating system.
 Microsoft Word, Excel, Zoho Mail, MailChimp, Realm, Adobe Acrobat, and others as needed.
 Operate and maintain standard office equipment.

To apply: Send email to The Rev. Tom Sramek, Jr. at frtom@allsaintshillsboro.org