

Job Description—Administrative Coordinator

St. Augustine's Episcopal Church, Kapa'au, HI

St. Augustine's Episcopal Church seeks an administrative coordinator to provide essential administrative support: prepare and print worship materials; assist with communication; coordinate with church staff and volunteers; assist the Bishop's Committee with minutes, communication, and task organization; and help the church's efforts to be an effective collaborative partner with community organizations and the Episcopal Diocese of Hawai'i.

Job duties

- Work with the vicar to prepare and print weekly worship service booklets, as well as service materials for weddings and funerals.
- Offer effective written, verbal, and interpersonal communication skills; maintain a high level of confidentiality, sensitivity, and attention to detail.
 - Review incoming messages (voicemail and email) and forward as appropriate. Distribute outgoing communications on behalf of the vicar, bishop's warden, and church staff.
 - Assist vicar with managing and maintaining the church's web site and social media.
 - Facilitate communication between the diocese and St. Augustine's, including monitoring deadlines and administering Safeguarding training certification.
 - Help facilitate advertising and outreach communication.
- Coordinate schedules for lay ministries and Thrift Shop volunteers.
- Assist with grant administration.
- Partner with church and community members to coordinate special events.
- Maintain an inventory of supplies; monitor supply levels and reorder as necessary.

Requirements

- Skilled in communication and relationship building.
- Comfortable using and learning software (see list below under Additional Information)..
- Ability to organize online and hardcopy files.
- Flexibility to respond to occasional special events.
- Must pass a security background check as required by the diocese.
- Must sign a confidentiality agreement to safekeep sensitive information.
- Must take Safeguarding God's Children & People course as required by the diocese.

Opportunities

- Help St. Augustine's reimagine what it is to be a church as we foster our relationships with God and find new ways to nurture a loving, peaceful, and sustainable community.
- Enjoy working collaboratively and creatively to serve the people of Kohala.
- Assist with rewarding projects involving a variety of local and diocesan partners.

Additional information

- Position title - Administrative Coordinator
- Hours per week - 15
- Compensation - Starting hourly rate \$25.00 to \$35.00 depending on experience and training
- Reports to - Vicar of St. Augustine's Episcopal Church
- Review period - 6 month initial check-in to assess fit and align tasks with compensation. Annual reviews thereafter.
- Required: basic computer skills with email, Microsoft Office, social media (Facebook, Instagram).
- Preferred: Pages (Mac), Gmail and Google apps, Trello, Canva, spreadsheets, and Constant Contact or similar, web site editing. Experience with these is a plus, but we are willing to train.

Detailed job description with time estimates

Weekly tasks

With input from the vicar and music director, produce and print order of worship (2 hours)
Partner with vicar to create and send e-newsletter (1 hour)
Coordinate Thrift Shop volunteer schedule (1 hour)
Produce and print weekly announcement insert (.5 hour)
Print newsletters for those who do not have email access (.5 hour)
Post on St. Augustine's social media as directed (.5 hour)
Serve as administrative liaison with diocese (.5 hour)
Maintain files and records, both paper and online (.5 hour)
Coordinate supply orders (.5 hour)
Maintain weekly lay ministry lists (readers, cleaners, flower providers) and send reminders (.25 hour)
Check emails and phone messages daily, forward messages as appropriate (.25 hour)

As needed: Assist with ongoing special projects, including: grant admin, photo archive, finance report assistance, church history archiving, bulletin board maintenance.

Monthly tasks

Coordinate BC meetings (2 hours)

- Send meeting reminders and agenda
- Attend BC meetings and take minutes
- Send draft to Vicar & Bishop's Warden for review
- Finalize and distribute to BC
- Assist sub-committees with note-taking and task organization

Assist with website maintenance and content revisions (1 hour)
Provide support for outreach events (draft and print posters, post online, coordinate ads) (1 hour)
Maintain church calendar (.5 hour)
Revise and send advertisement updates as directed (.5 hour)

Quarterly tasks

Prepare congregational mailings (1 hour)
Update church directory of members (add new members, update address, email, etc.) (1 hour)
Add visitors to mass email list (1 hour)

Annual tasks

Coordinate Safeguarding training (5 hours)
Solicit committee chairs for their annual reports; compile reports, add photos, and print (5 hours)