

Communications and Office Administrator
St. Luke's Episcopal Church
Seattle, Washington

The Communications and Office Administrator, working with the clergy, staff and congregational leaders, is responsible for the efficient and economical operations of the church, as well as communication materials and online presence of the congregation and its programs.

Office Administrator Responsibilities

1. Answer the telephone and door, process the mail and respond to email in a timely manner
2. Maintain and update phone system
3. Work with Vicar, Wardens and Treasurer to complete the Annual, Parochial and Congregational Leadership Reports and other required reports
4. Ensure Safe Church training certificates are current for all required employees, volunteers, and building users
6. Coordinate parish mailings for the Giving Team, Edible Hope Kitchen and Capital Campaigns
7. Maintain parish database, directory, newsletter mailing list, and nametags
8. Maintain accurate records of keys issued and ensure adequate supply of keys
9. Order office, altar, and janitorial supplies and other items as requested by ministry leaders
10. Promptly submit all receipts, bills, and check requests to bookkeeper for recording/payment
11. Maintain a list of services for those experiencing need and makes referrals as appropriate
12. Maintain office filing systems
13. Communicate with the Caretaker and Groundskeeper in the maintenance and safety of the property and grounds
14. Participate in monthly Health and Safety Team meetings

Communication Responsibilities

1. Produce weekly bulletin and customary for in person and virtual worship
2. Produce weekly online newsletter
3. Update Facebook and other social media with current events and resources
4. Manage the parish website and online calendar
5. Serve as the main contact for diocesan communications and communicator's meetings

Parish Administrator Attributes

- Professionalism and confidentiality
- Ability to interact graciously and hospitably with a variety of people
- High level of accuracy and attention to detail
- Skill in coordinating vendors, contractors, building users and volunteers
- Experience with website and social media management and maintenance
- Skilled in a variety of computer software applications (Microsoft Office, Google suite, Realm, Mail Chimp, etc.)
- Ability to manage varied demands and priorities effectively
- Ability to plan, prioritize and work independently with limited supervision, establishing priorities and meeting deadlines

Office and Facilities Manager Requirements

- The Manager must complete Safe Church training within the first three months of employment and obtain a certificate of completion. If the Manager has previously completed the training, s/he must provide documentation demonstrating completion. The Manager will conduct her/himself within the policies and guidelines established in the Safe Church training.
- The Manager must undergo a criminal background check as part of the hiring process.
- The Administrator should be able to lift 10-15 pounds and to access all the buildings and property.

Benefits:

1. This position is governed by diocesan Personnel Policies and Procedures for Mission congregations as adopted by the Bishop's Committee
2. This is a part time (15-20 hours/week), non-exempt position. Wages will be adjusted based on an annual COLA as determined by Diocesan Convention.
3. Paid PTO provided on a prorated basis.
4. Participation in employer sponsored 401k with option for matching employee contributions.
5. Wages commensurate with experience, \$28-32/hour

Application may be made by February 20, 2026

The Rev. Canon Britt Olson, britt@stlukesseattle.org

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