

Office Administrator

The Episcopal Church of the Good Shepherd, Norfolk, Virginia
7400 Hampton Blvd, Norfolk, VA 23505
goodshepherdnorfolk.org

Job Summary

The Office Administrator is responsible for managing all business and administrative affairs of the church so that the clergy and program staff may concentrate on advancing the mission and ministries of the congregation.

Principal Functions and Duties

Serves as a member of the senior leadership team. As the church's general manager, the Office Administrator works with the staff team and volunteers to ensure effective and efficient operations of the office and facility.

Duties include:

- Reliable, timely communication with church members and volunteers
- Efficient functioning of office and building systems
- Readiness for church events and Sunday worship
- Compliance with Diocesan requirements and reports
- Accurate and consistent recordkeeping
- Tenant relations
- Oversight of building maintenance and supplies

Primary management responsibilities include: office and administration, property and grounds.

Accountability

The Office Administrator reports to the Rector (minister) and works collaboratively with church leadership including the Vestry (elected governing board), the Finance Committee, & the Buildings & Grounds Committee. The Office Administrator also

works with the Bishop's office to ensure timely compliance with requests and scheduled reporting to the Diocese.

Qualifications

The Office Administrator may not be a member of The Church of the Good Shepherd. There are no faith requirements for this position.

The administrator must possess:

- Proven leadership experience and management skills
- Strong problem-solving skills and a proven ability to improve and simplify administrative processes
- Mature judgment: ability to work with a wide range of constituencies and to make decisions while creating an environment of consensus
- Excellent interpersonal and communication skills
- Bachelor's degree with a strong emphasis in accounting and/or business management
- Facility with current office technologies, including a solid working knowledge of Microsoft Office products and a general facility with database management
- ACS accounting software knowledge and church experience a plus

Compensation

- Four weeks paid vacation
- Health and dental insurance
- Episcopal Church pension plan with church contribution and matching
- Paid holidays
- \$60,000 annual salary

To apply

Send resume and cover letter to: hr@goodshepherdnorfolk.org