September 2022. Job Description

Office Administrator

Church of the Nativity, San Rafael

Nativity is a small Episcopal Church congregation with average Sunday attendance between 30 and 50. The Church has four weekly services: Wednesday evening Contemplative Prayer, Friday Noonday prayer, and Sunday at 8 a.m., 10 a.m.

Our church operates with a ¾ time Rector and a part-time Music Director, all other work is performed by volunteers.

We seek a part-time Office Administrator to perform the following duties:

* Handle incoming email and US postal mail
* Support the Church Treasurer and bookkeeper by sorting bills, seeking approvals, scanning and preparing paper files of receipts to support monthly bill payments
* Annually support Rector and Vestry with personnel filings for clergy housing allowance, salary updates and benefit changes with the Church Pension Group and the retirement investment manager.
* Correspond with Diocese of California personnel office on payroll and other changes on a monthly basis.
* Prepare filings to maintain the Church’s non-profit tax exempt status with the Secretary of State, the IRS and the County Tax collectors (as needed).
* Support Rector and Assistant Treasurer with gift acknowledgements and tracking of special fundraising campaigns.
* Support the bookkeeper with collection and filing of personnel forms (like W9s).
* Support office volunteers and other church volunteers with maintenance of office computer, copier and/or other hardware and software and maintenance of paper and electronic filing systems.

Compensation is $1200/month gross salary without benefits. Weekly commitment is 10 hours at the Church on a regular schedule (2 hours per day M-F).

Skills and Experience:

* Strong administrative experience related to job duties.
* Prior experience working in church administration a plus (but not required).
* Familiarity with bookkeeping best practices.
* Strong verbal and written communication skills.
* Fluency with technology including Microsoft Suite, Dropbox and troubleshooting hardware including programmable copiers and scanners.
* Demonstrated ability to partner with clergy and lay liturgical leadership.
* Comfort with and compassionate care for a wide variety parishioners and neighbors including people who are unhoused, children and teens, people with physical disabilities and people who are neuro-divergent.
* Absolute commitment to ethical standards of church conduct and willingness to do Safe Church trainings.
* Strict adherence to confidentiality.

The position is open to anyone outside of the immediate parish membership. The deadline for applications is October 14, 2022. Applicants should send a letter of application, resume and names and contact information for three references to:

The Rev. Kirsten Snow Spalding

Church of the Nativity

333 Ellen Drive

San Rafael, CA 94903

Applications may also be sent by e-mail to Rev. Kirsten at: [nativityonthehill@gmail.com](mailto:nativityonthehill@gmail.com).

Feel free to call with questions: 510-207-6346 or leave a message on the Church voicemail: 415-479-7023