



The Episcopal Church of St. James the Less

550 Sunset Ridge Road, Northfield, Illinois 60093

(847) 446-8430 | www.stjamestheless.org

Job Title: Parish Administrator

Summary of the Role:

The Parish Administrator at The Episcopal Church of St. James the Less in Northfield embodies the practical side of ministry. S/he greets anyone who enters, calls, or emails the church during the week with warmth, a willingness to help, and efficiency. The Parish Administrator is the glue that holds all of our ministries together; thus, collaboration is an integral part of the job. The job is fast-paced and involves a diversity of projects, including troubleshooting all kinds of challenges – from a parishioner struggling to use church technology to finding the right vendor for the office services we need. Our Parish Administrator also manages the church’s marketing, providing an outlet for creativity.

St. James the Less is a growing pastoral-sized suburban church with an average Sunday attendance of 69 and about 100 members in 2024. Our 2025 budget is about \$485,000. We are blessed with energized music, children and youth, and outreach programs. We have seven part-time staff and one full-time rector/priest.

Part-time: 20 hours per week

Perks:

- Contribution to retirement with additional matching option.
- Flexible schedule.
- Paid vacation time and sick days.
- Beautiful workspace and grounds. Easy access to the interstate and ample parking.

Core responsibilities:

- Customer service: greeting anyone who comes to or contacts our office and help them with what they need.
- Bulletins for worship services, including our weekly Sunday Eucharists, funerals, burials, and weddings.
- Weekly emailed newsletter (“ENews”).
- Process in-coming and out-going mail; complete check requests for bills; and maintain other organization systems and routines that keep the office running.
- Maintain the church’s book of services, calendar, Realm database, and Memorial Garden records.
- Special projects include designing signs and flyers, parish-wide mailings, annual reports, quarterly newsletter, updating the website, creating events in Realm, ordering plaques for the Memorial Garden, ordering supplies.
- Work with the IT consultants to ensure our equipment is working properly.

Day-to-Day Activities:

- Be available in the office to greet visitors, parishioners, vendors, and staff at regular hours, which you can set (i.e., Monday through Thursday, 1-5pm).
- Consult your list of responsibilities, requests, and special projects and prioritize based on deadlines. Record new requests as they arise.
- Respond promptly to emails and calls. Let the rector know about pastoral care needs and maintain confidentiality.
- Check-in with the rector and other community members as needed.

Reports to: Rector**Requirements:**

- Adapt with technology. Comfort with Microsoft Office products, Realm, Gmail, Google Sheets, Google Calendar, Constant Contact, Canva, and Rotunda.
- Detail-oriented, organized, and responsive.
- Able to juggle interruptions and prioritize competing requests politely.
- Excellent customer service and direct communication skills.
- Creative and has a desire to seek solutions to all kinds of challenges.
- Higher education, relevant work experience, and written communication skills are a plus.

Salary: \$20,000 – \$24,000, depending on experience.