



TRINITY CATHEDRAL

464 N.E. 16th Street, Miami, FL 33132 (305) 456-8851 www.trinitymiami.org

Parish Administrator Job Description

Trinity Episcopal Cathedral's position is a part-time, at-will, position that provides administrative support to the Provost (Interim Cathedral Dean), Chapter members and congregation. Work hours are 20 hours per week, Monday – Friday from 10:00am until 2:00pm. Two weeks paid vacation and paid holidays are offered.

Specific duties include:

- (1) Answer office phones and emails, responding appropriately and forwarding requests for information to the Provost, other staff members and/or Chapter members as necessary.
- (2) Sort daily US mail and distribute appropriately.
- (3) Prepare check requests for accounts payable invoices (whether received via email or US mail). Ensure that all check requests are delivered to the Diocesan accounting office by the specified due date.
- (4) Process checks for signature and mailing as received from the Diocesan accounting office. Notify check signers when checks are ready to be signed.
- (5) Maintain office files (hard and soft copies) in accordance with customary office filing procedures.
- (6) Working in collaboration with the Provost, prepare bulletins and announcements for both the English and Spanish services – weekly as well as for special occasions and seasons.
- (7) Assist with the counting of weekly collections as necessary. Notify Chapter members via text when deposits are ready for the bank.
- (8) Schedule and meet vendors on site as requested and necessary.
- (9) Assist with special mailings (stewardship, Christmas, Easter, and other special occasions.)
- (10) Create content for and coordinate the receipt of other content for the weekly email to the congregation, using Constant Contact. Send the weekly email and other special announcement emails as appropriate.
- (11) Maintain parish membership records, using Power Church software and parish registers, including documents related to baptisms, transfers in/out, and burials.

- (12) Order office and janitorial supplies as needed.
- (13) Maintain parish calendar to reflect all events/meetings.
- (14) Work collaboratively with Provost, Chapter members and other staff on other special projects as directed.

Requirements:

- (1) Ability to present a friendly, helpful, professional appearance and demeanor to the staff and the public.
- (2) Ability to work collaboratively with a wide diversity of people, including the Cathedral Provost, staff members and Chapter members, as well as the general members of the congregation.
- (3) Demonstrated proficiency with Microsoft products such as Word, Excel, Powerpoint and Publisher.
- (4) Demonstrated ability to perform work using Apple MAC products.
- (5) Ability to learn software products such as Constant Contact and Power Church.
- (6) Familiarity with Episcopal and/or Roman Catholic Church norms a plus.
- (7) Bi-lingual language ability (English, Spanish and French) a plus.

Interested candidates should contact Rev. Terri Brice at the Cathedral offices – 305-456-8851 or via email office@trinitymiami.org. Position is open now and can be filled after required reference and background checks are completed.