

## Church Administrator

*Full-Time | \$25/hour with benefits | Flexible: 32-40 hours/week*

*Grace and St. Stephen's Episcopal Church, downtown Colorado Springs*

*Apply or questions: [HR@gssepiscopal.org](mailto:HR@gssepiscopal.org)*

We are seeking an **organized, reliable, and collaborative individual** with experience in **business management** to lead a **ministry of administration** at our historic church in downtown Colorado Springs. This role is ideal for someone who takes pride in working on a team, enjoys serving others, and can manage both the practical and relational aspects of church life. The Church Administrator is the primary interface for many members and vendors.

### **Key Responsibilities**

- Keeps church calendar and member database up to date
- Administers the hiring and payables processes
- Coordinates with outside groups, vendors, and wedding couples
- Work with facility manager on building and event needs & setup
- Ensures ministry leaders are equipped for success
- Produces reports, documents, and mailing labels for church programs
- Record management

### **Required Skills**

- Strong attention to detail and follow-through on instructions
- Comfort and confidence in handling different projects at the same time
- Proven ability to work collaboratively with volunteers
- Excellent time management and organizational abilities
- Ability to take direction from church leaders as a part of a cohesive vision for the church
- Keep confidential information secure
- Facility using Google and Microsoft suites, including mail merge and spreadsheets
- Respectful, welcoming, and personable demeanor toward all people

### **Schedule & Availability**

- Monday, Tuesday, Thursday: 9am-4pm
- Wednesday: 9am-5:30pm
- Friday: if desired, this job can include more hours on Friday
- Occasional weekend (limited Sundays) hours for special church events

### **Compensation**

- \$25/hr, salaried at a mutually agreed upon number of weekly hours between 32-40
- Health, Dental, Vision insurance with full premiums for employee paid by church
- Retirement plan
- Four weeks paid vacation