St. Margaret's
EPISCOPAL CHURCH
Annapolis, Maryland ♦ Established 1692
1601 Pleasant Plains Road
Annapolis, Maryland • 21409

Position: Full-Time Senior Office Administrator

Reports to: Senior Warden, Planning Committee and Rector

The Director of Operations will work closely with the Senior Warden, the Planning Committee, the Rector and the Vestry to implement and fine-tune church operations to turn overall church goals into monthly, quarterly, and annual goals for staff and volunteers.

Sample duties that the Senior Office Administrator will have include:

- Oversight of operational aspects of the church (clergy and office personnel schedules, office volunteer corps, church activities schedule, e.g. weddings, burials, funerals, etc.);
- Volunteer recruitment, training, empowerment and acknowledgement;
- Oversight of bookkeeping, accounts payable payroll and pledge tracking functions;
- Human resource functions and benefits/insurance management;
- Facility rental and maintenance;
- Cemetery management; and
- Securing and maintaining technology for the above efforts.

Education, Experience and Skills Desired

- Bachelor's Degree in Business, Operations, Management or related field;
- Management-level experience overseeing office operations, accounting and administration;
- Staff/volunteer recruitment, organization and oversight;
- Strong computer skills and the ability to expertly and professionally create presentations, documents, charts, graphs, and spreadsheets;
- Experience with CRM tools: ACS Technologies at St. Margaret's; and
- Strong discretion and sympathetic capabilities for working within a faith community office.

No phone calls, please.
Send cover letter with salary requirements and resume to
SrAdmin@abodeswell.com.