

Administrator for Vibrant Church and Non-Profit

Grace Church Van Vorst, Jersey City, is accepting applications for a parish administrator who will also be capable to serve as the program administrator for Grace Community Services (GCS). The administrator oversees operations for both the church and GCS. Operations include communication, publicity, record keeping, facility management, rentals, staff management, and other general business. The Administrator plays a vital role in often being the first person of contact for anyone reaching out to Grace Church or GCS. As such, the Administrator will perform all duties in a professional manner, will respond to needs and queries in a timely fashion, and will be available to assist during emergencies.

Responsibilities

- Communication including responding to mail, email, and phone calls. Posting to social media and sending out enews and other information by email. Contacting vendors and services for supplies and repairs. Assisting in grant application writing.
- Record keeping including personnel files, compiling financial information for the bookkeeper, and maintaining databases.
- Facility management including arranging for maintenance and emergency repair and maintaining a master calendar for sanctuary, parish hall, and rectory.
- Rental management including being the point person for renters, negotiating contracts, and overseeing payments.
- General operations including but not limited to assisting with food bank orders, occasionally picking up food donations, keeping inventory and ordering supplies as needed, and giving general support to the GCS Senior Center for Healthy Living and Breakfast Plus programs.
- Staff management, currently giving general direction to the church custodian and GCS Breakfast Plus assistants and volunteers.

Qualifications

- Excellent written and verbal communication skills are a must.
- Must be comfortable working with all levels of management and all people in general
- Organizational skills are a must. Ability to multi-task and prioritize work.
- Computer skills are required. Proficiency with all Microsoft Office programs. Familiarity with Wix, MailChimp, and Google Drive, or ability to learn.
- Previous experience working with the homeless, seniors, and/or volunteers is a big plus.

Other Requirements

- Background check
- Safeguarding All God's Children abuse prevention training
- Covid-19 vaccination

Job Type

- This is a full-time position, requiring flexibility to meet needs during events, to meet deadlines, and to assist volunteers and renters. Start date is immediate.

Compensation

- Salary: \$40,000/year
- Health insurance
- Pension: 5% of salary with a match of up to an additional 4%
- Paid holidays plus paid vacation

To Apply: attach your resume to an email explaining why you would like to work for Grace Church Van Vorst and send to Rev Laurie Wurm at revlwurm@gracevanvorst.org with "Administrator Application" in the subject line.