

Job Title: Parish Administrator

The Church of St. Paul in the Desert is seeking an administrator to manage the day-to-day needs of our parish. We are a flourishing community experiencing a post-pandemic growth spurt inspired by our new Co-Rectors. Our new Parish Administrator will play a key role in guiding and motivating our staff, volunteers, and parishioners as we nurture and strengthen this ministry.

Our Community: St. Paul was founded in 1939, just a year after Palm Springs. Since then, our city has developed into an exciting world-class vacation destination. Our church is part of the Episcopal Diocese of San Diego, and our congregation is predominantly LGBTQ+. We proudly respect the worth and dignity of every human being. Learn more about us at:

<https://stpaulsps.org/>

Our Vision: Our energetic new Co-Rectors drove development of a five-year strategic plan to focus our spiritual energy without losing our momentum. The Parish Administrator will help to fulfill the goals in this aspirational plan: [2023 Strategic Plan](#)

Scope of Position: The Parish Administrator will be the hub for church interactions with staff, parishioners, volunteers, visitors, vendors, and community partners. He or she must be well-organized and flexible as well as able to work both independently and collaboratively. The Parish Administrator reports to the Co-Rectors.

Hours: Full Time, M-F (occasional weekends)

Management Responsibilities

- Office operations, especially volunteer engagement
- Campus buildings and grounds, including shared space with community partners and supervision of and work direction to Sexton and Assistant Sexton
- Oversight of day-to-day finances and work direction to outsourced bookkeeper
- Assist in intra-parish communications, including IT coordination

Job Requirements

- Bachelor's degree or equivalent work experience
- Familiarity with the Episcopal Church or other liturgical community preferred
- Proficiency with Microsoft Office Suite (Excel, Word, Outlook, OneDrive, etc.), Adobe, and Zoom as well as office equipment
- Knowledge of or willingness to learn Canva and Realm
- Strong computer skills, with the capacity to train others
- Ability to create and maintain a welcoming, warm, and helpful presence to parishioners, visitors, staff, and vendors
- Experience in handling stress, working both independently and as a team member, and dealing with others in a professional manner

Compensation and Benefits

- Competitive Paid Time Off policy, including sick and vacation days, and national holidays
- Employer-funded Defined Contribution pension plan
- 403(B) Retirement matching contribution of up to 4% of your salary
- Fully-paid medical and dental insurance
- Disability insurance
- Continuing education opportunities
- Housing may be available as part of the compensation package.

Salary range

\$64,500 to \$71,500, commensurate with experience

How to Apply

Applicants should submit a cover letter and resume to revjessie@stpaulsps.org and revdan@stpaulsps.org. Cover letters may be addressed to the Rev. Jessie Thompson and the Rev. Dan Kline, Co-Rectors.

Timeline

Job posting will remain open until June 30, 2023.