



**THE CHURCH  
OF ST. PAUL IN  
THE DESERT**  
PALM SPRINGS, CALIFORNIA

## **Parish Administrator**

The Church of St. Paul in the Desert (“Church”) is a parish of the Episcopal Diocese of San Diego. Founded in 1939 in Palm Springs, California, the parish has seen the small desert town grow up around it into the world-class destination resort city that it is today. As part of a dynamic community that is constantly in-flux with visitors from all over the world, we serve as a spiritual oasis in the tradition of desert spirituality. Our parish reflects the local community and is predominantly LGBTQ+, has significant snowbird and senior populations, and proudly respects the worth and dignity of every human being. With Co-Rectors (a new model of ministry) who arrived in 2021, the parish is in the middle of a growth spurt. We are a friendly, inclusive, and justice-oriented community with a deep passion for the diversity of the liturgical tradition. Grounded in the sacraments, we believe in the baptismal empowerment of every lay person in sharing the good news of God’s love with the world. We are in the midst of a five-year strategic plan to help focus our spiritual energy without losing momentum, and we encourage all applicants to familiarize themselves with the plan (<https://stpaulsps.org/church/wp-content/uploads/2023/03/Strategic-Plan-Final-3-10-23.pdf>).

## **Job Description**

Our Parish Administrator is a critical role at the Church serves as the central contact and hub for all church staff, parishioners, volunteers, visitors, vendors, and community partners. They must be well-organized, able to work independently and collaboratively, and be flexible in responding to the changing needs of the parish. The Parish Administrator reports to the Co-Rectors, and manages two other staff members: a Sexton and an Assistant Sexton. They work with the Co-Rectors in managing a team of office volunteers who will assist in the broad scope of this key role. As we grow into a program-sized church, our Parish Administrator will help us navigate the challenges and opportunities presented by the multiplication of mission endeavors, expansion of communication lines, and increasing complexity of day-to-day operations.

This position shall be responsible for:

### **1. *Manage Church Office: Manage all Office Functions and Supervise Volunteers as Needed***

- Manage the front desk volunteers through scheduling, training, and supporting.
- Receive telephone calls and take messages, referring pastoral information to clergy (maintaining confidentiality).
- Respond to email messages in a timely manner.
- Maintain and update parishioners’ birthdays, anniversaries, and memorials.
- Manage altar flower vendor relationship and orders.
- Keep records of new members, baptisms, weddings, deaths, etc.
- Manage columbarium reservations and records.
- Keep directory updated.
- Keep current key policy forms, SafeChurch forms, Anti-Racism forms, and other security requirements.
- Routine filing of paperwork.

- Public relations with those that enter the building (e.g. parishioners, vendors, community partners, volunteers, staff, guests, etc.).
- Maintain office supplies, office equipment/FFE, and cleaning supplies.

**2. *Manage Buildings & Grounds: Coordinate Facility Use for Parish Ministries and Community Partners***

- Manage Facility use for parish ministries and community partners (e.g. parish calendar, feedback support, contracts for community partners who use our venue, etc.).
- Maintain campus maintenance schedule, create and update contracts for and coordinate contractors in the maintenance, upkeep, and development of the campus and its buildings and grounds, in collaboration with the Co-Rectors, Sextons, and designated lay leaders.
- Maintain campus cleaning schedule and cleaning supply inventory, in collaboration with the Co-Rectors, Sextons, and Grounds vendor.

**3. *Manage Day-to-Day Finances: Work with the Co-Rectors, Treasurer, and Off-Site Bookkeeping Firm in Managing the Fiduciary Aspects of Parish Operations.***

- Support Treasurer and Assistant Treasurer with weekly financial tasks including deposits, check scanning, and communicating with financial administration customer support.
- Oversee accounts receivable and prepare accounts payable for approval in collaboration with the Co-Rectors, working with the parish's off-site bookkeeping firm, and Treasurer.
- Manage payroll, including input and timesheet coordination, and checks for 1099 contractors.
- Manage employment paperwork for all staff.
- Manage benefits programs (e.g. employee pensions and health insurance).
- Support parishioners navigating our online giving platform and troubleshoot other clerical errors.
- Keep and maintain financial records, both physically and digitally.
- Manage funeral and wedding intake and fees, as well as facility usage fees.

**4. *Assist the Co-Rectors, Staff, and Designated Lay Leaders***

- Work with Co-Rectors and designated lay leaders in completing and filing the Annual Parochial Report.
- Work with Co-Rectors and designated lay leaders in maintaining Vestry minutes (e.g. physical and digital copies).
- Work with the Co-Rectors and designated lay leaders in managing the parish's personnel and human resource requirements and flow.
- Coordinate special projects and other duties as directed by the Co-Rector, as required.

This position reports to the Co-Rectors;; compensation is \$69,000-74,000 per year, commensurate with experience; two weeks annual vacation and paid holidays; health insurance and retirement savings plan.

## Qualifications

- High school diploma (or GED) required; college credit or degree a plus
- 3-5 years relevant experience (some in non-profit preferred) with good references
- Strong writing skills, proactive communication and sensitive interpersonal skills
- **Highly organized**, with the ability to meet deadlines while multitasking, prioritizing, and working efficiently
- Highly proficient in Microsoft Office Suite
- Adeptness in working in an environment composed of volunteers and staff
- Able to build and manage event teams
- Ability to work in a fast-paced environment with changing priorities

## Requirements

- Salaried (exempt, full-time), Monday-Friday with occasional Saturdays; working hours to be determined in collaboration with the Co-Rectors
- Must be familiar with and comfortable around Christian worship and practice; a strong preference for prior experience with Episcopal or other Mainline churches with the revised common lectionary.
- Hiring will be subject to passing diocesan background checks and completing the required Safe Church Safe Communities Training
- In accordance with diocesan best practice, parishioners of the Church of St. Paul in the Desert will not be considered for this role.

Note: All compensation and benefits are offered according to relevant IRS, Episcopal Church, Diocese of San Diego, and parish policies and procedures

Interested?! Please email a cover letter, a list of two references, and a resume to Dr. Dusty Porter at [hr@stpaulsps.org](mailto:hr@stpaulsps.org). Cover letters may be addressed to the Rev. Jessie Thompson and the Rev. Dan Kline, Co-Rectors. Applications without a cover letter will not be considered.

The Church is an equal opportunity employer and does not discriminate in its hiring practices on the basis of age, race, religion, disability, sex, gender identity, sexual orientation, marital status, veteran status, or any other status prohibited by law.

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## **Director of Communications & Events**

The Church of St. Paul in the Desert (“Church”) is a parish of the Episcopal Diocese of San Diego. Founded in 1939 in Palm Springs, California, the parish has seen the small desert town grow up around it into the world-class destination resort city that it is today. As part of a dynamic community that is constantly in-flux with visitors from all over the world, we serve as a spiritual oasis in the tradition of desert spirituality. Our parish reflects the local community and is predominantly LGBTQ+, has significant snowbird and senior populations, and proudly respects the worth and dignity of every human being. With Co-Rectors (a new model of ministry) who arrived in 2021, the parish is in the middle of a growth spurt. We are a friendly, inclusive, and justice-oriented community with a deep passion for the diversity of the liturgical tradition. Grounded in the sacraments, we believe in the baptismal empowerment of every lay person in sharing the good news of God’s love with the world. We are in the midst of a five-year strategic plan to help focus our spiritual energy without losing momentum, and we encourage all applicants to familiarize themselves with the plan (<https://stpaulsps.org/church/wp-content/uploads/2023/03/Strategic-Plan-Final-3-10-23.pdf>).

## **Job Description**

Our Director of Communications & Events shall promote awareness and recognition of the Church in the community, and ensure that everyone within the parish has the information they need to participate fully in parish life. This position shall have a particular focus on external marketing and internal program and event support. The successful candidate will understand and demonstrate the need for cutting-edge communication strategy across all digital platforms in an ever-changing communications landscape. This includes an emphasis on modern story sharing systems via social media, videography, and photography.

This position shall be responsible for:

- The ongoing development and maintenance of the Church’s website and social media presence
- Development and implementation a regular, effective communications program and calendar for ministries and activities, including Realm (church management system program and app)
- Monitoring the Church’s social media presence and developing social media content,
- Preparing Church publications (e.g., e-newsletter, mass mailings, bulletins, and annual impact report) to include:
  - Content creation
  - Production scheduling
  - Graphic design using Canvas or Adobe and
  - Story writing
  - Recruitment and supervision of freelancers and volunteers, as needed
- Ensuring that all publications and print/electronic communications resources reflect the mission, values, spirit, and branding of the Church and supports the Co-Rectors in their vision

- Managing the production team for photographing and livestreaming of liturgies and/or other events
- Coordinating A/V support for classes and events held in the Parish Hall.
- Managing the logistical details for events held in the Parish Hall
- Recruiting, training, and managing volunteers to staff the weekly Welcome Table on Sundays
- Coordinating the post-liturgy coffee hour and other parish life and community outreach events
- Maintaining discretion about sensitive communications from and about parishioners, and relaying pastoral needs, confidentially and discretely, to the Co-Rectors

This position reports to the Co-Rectors: compensation is \$69,000-74,000 per year, commensurate with experience; two weeks annual vacation and paid holidays; health insurance and retirement savings plan.

### **Qualifications**

- High school diploma (or GED) required; college credit or degree a plus
- 3-5 years relevant experience (some in non-profit preferred) with good references
- Strong writing skills, proactive communication and sensitive interpersonal skills
- Highly organized, with the ability to meet deadlines while multitasking, prioritizing, and working efficiently
- Creative and ability to help create a brand
- Highly proficient in Microsoft Office Suite
- Proficient in Canvas or Adobe, Mailchimp, Doodle, SurveyMonkey, Trello, Constant Contact (Realm and OWL a plus), and willingness to learn new platforms
- Adeptness in working in an environment composed of volunteers and staff
- Able to build and manage event teams
- Ability to work in a fast-paced environment with changing priorities

### **Requirements**

- Salaried (exempt, full-time), Sunday-Thursday with occasional Saturdays; working hours to be determined in collaboration with the Co-Rectors
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