

# OFFICE AND BUILDING MANAGER (PARISH ADMINISTRATOR)

The Episcopal Church of the Good Shepherd  
7400 Hampton Blvd., Norfolk, VA 23505  
[goodshepherdnorfolk.org](http://goodshepherdnorfolk.org)

## PRINCIPAL FUNCTIONS

It is the responsibility of the Parish Administrator to manage and optimize administrative operations to support the mission of the parish. As the church's general manager, the Parish Administrator is responsible for managing the business and administrative affairs of the church.

## ACCOUNTABILITY

The Parish Administrator reports to the Rector. The Parish Administrator works closely with the staff team and parish leadership to create and maintain efficient routines and processes. This is a leadership position which requires strong collaborative skills and the ability to remain calm and focused when disagreements arise.

**HOURS:** 40 hours/week. Additional compensated hours may be necessary during peak church holiday seasons.

## QUALIFICATIONS:

*Members of the Church of the Good Shepherd are not eligible for this position.*

The Parish Administrator is expected to possess the necessary initiative, professional skills, and qualifications to successfully carry out the recurring and non-recurring functions associated with the administrative needs of the church:

- Proficiency in the Microsoft Office Suite of applications
- Basic knowledge of Canva and facility with social media and other forms of digital communication
- Working knowledge of the Church Management System (CHMS) applications Realm and ACS Financials preferred
- Strong writing and grammar skills, including proofreading
- Excellent organizational skills, including ability to prioritize and manage multiple projects and a constantly changing workload
- Excellent record-keeping practices
- Ability to organize complex information
- Ability to work to deadline and set priorities under pressure
- Strong interpersonal skills; discretion
- Commitment to continuously evaluate new, more efficient ways of conducting church business
- Curiosity and an ability to learn and problem solve
- A sense of humor
- Familiarity with the Episcopal tradition is a plus

**TO APPLY:** Email cover letter and resume to [office@goodshepherdnorfolk.org](mailto:office@goodshepherdnorfolk.org)