

Job Description: Church Administrator

St. Nicholas Episcopal Church
5872 Oliver Road, Paradise, CA 95969

This is a part-time, in-person position (roughly 3 hours per week).

Position Summary:

St. Nicholas Episcopal Church is part of the Episcopal Diocese of Northern California and is currently in a time of transition. While worship services are not presently meeting, community groups actively use the campus. The parish is in the process of hiring a new priest, and traditional church activities are expected to return in time.

During this transitional period, the Church Administrator will focus primarily on maintaining a welcoming presence, supporting community use of the campus, and overseeing basic administrative and property functions.

Primary Responsibilities:

- Serve as a welcoming presence at the church during stated office hours (to be determined).
- Promote the church campus in the broader community as a gathering space for meetings, concerts, and other community-focused events.
- Serve as primary point of contact with 12-step groups, Craig Memorial UCC (tenant in rear building)
- Sort and respond to mail; manage phone and email inquiries
- Prepare and make bank deposits (in Chico)
- Prepare bills and coordinate with the off-site bookkeeper
- Oversee buildings and grounds:
 - a. Monitor property condition
 - b. Coordinate with landscaper and cleaning service
 - c. Manage building access and keys
- Communicate regularly with Office of the Bishop regarding building matters, campus use, and other relevant concerns

Qualifications

- Strong general office and organizational skills
- Proficiency in Microsoft Office; basic webpage management a plus
- Friendly, welcoming demeanor
- A team player – connected in the community; able to work cooperatively with Office of the Bishop staff
- Able to work independently (often the sole person on campus)
- Connected to and invested in the thriving/rebuilding of communities on the Ridge
- Able to maintain confidential information appropriately

Requirements:

- Reliable transportation with minimum California insurance coverage
- Ability to sit, stand, walk about the campus, and lift up to 10 lbs.

Compensation: \$21 - \$25/hour, depending on qualifications/experience.

Reports to: Initial reporting will be to the Canon to the Ordinary, The Rev. Julie Wakelee. Once a priest is hired for the church, reporting will shift to that individual.

To apply: Please send letter of interest and resume to Ms. Chloe Craig, executive assistant to the Rev. Julie Wakelee. Her email is chloe@norcalepiscopal.org.