

Seeking to Hire a “Parish Administrator”

Saint John Orthodox Cathedral - Eagle River, Alaska

General Description of Position:

Saint John Orthodox Cathedral is looking to hire a Parish Administrator to assist the Pastor in coordinating and managing the properties, ministries and activities of our Cathedral parish in a way that serves our mission and vision, especially in the areas of community, education, and hospitality.

The Parish Administrator will report directly to the Pastor of the Cathedral with communication to the Parish Council as appropriate.

The Parish Administrator must be an Orthodox Christian in good standing, but does not need to be ordained clergy.

The Parish Administrator is envisioned to be a full-time position that will be a vital part of our Cathedral staff.

The Parish Administrator will primarily work from a desk provided in the Church Office and will be expected to be on-sight four days a week during normal business hours and to work as required on the other days and in the evenings to see that all duties are accomplished in a timely manner.

Specific Duties:

- ◆ Coordinate and manage Cathedral ministries, including: Saint James House, the Eagle River Institute, CGS/Atrium, Sisters of Mary and Martha, Youth Group, Bookstore, Summer Youth Corps.
- ◆ Coordinate and manage special events such as those related to feast days (e.g. Saint Nicholas Day, Easter Feast), fundraisers, and other all-parish events (e.g. Cathedral spring-cleaning, work parties, summer picnics), etc.
- ◆ Coordinate and manage part-time and seasonal workers such as Groundskeeper, Janitor, Cleaner of Church Guest Rooms, and Livestream Coordinator.
- ◆ Coordinate and manage Church volunteers to provide them with encouragement and material support needed to fulfill their tasks and ministries. These include Sunday Greeters, Atrium catechists, Music/Choir Director etc.
- ◆ Assist Pastor in welcoming and integrating new members to the Cathedral and in welcoming Inquirers, catechumens and guests.
- ◆ Assist Facilities Manager in maintenance tasks when a second hand is needed or in an urgent maintenance need.
- ◆ Assist Facilities Manager by re-establishing and then managing a volunteer network to help with maintenance needs, a.k.a. “The Brothers of Lazarus.”
- ◆ Assist Facilities Manager to develop, improve and upgrade staff email addresses and parish communication through web-based services and other means.
- ◆ Assist Pastor and Facilities Manager with general cemetery needs and especially coordination and communication for a funeral and burial.

- ◆ Work with Cathedral staff and ministry leaders to develop and assemble written procedures for various regular events, ministries, and volunteer jobs.
- ◆ Work with St. John's School Administrator and School Board to ensure good communication in use of shared facilities and implementation of shared strategic goals.
- ◆ Pickup Post Office Mail twice a week and check main Church email daily.
- ◆ Attend Parish Council meetings in order to inform members and participate in parish oversight.
- ◆ Review and secure annual Insurance policy to ensure adequate coverage for all Cathedral properties and activities.
- ◆ Work with Cathedral Bookkeeper/Secretary in order to gradually become familiar with said duties with the expectation to eventually assume some of these duties and to facilitate eventual handover of bookkeeping when needed. (See attached list of Bookkeeper/Secretary duties.)
- ◆ Other related duties as assigned

Time off and Vacation Days: 15 vacation days per year

Salary: See "Employee Compensation Package Proposal 2024"

Skills and Qualifications:

Excellent communication skills and ability to maintain courtesy and respect of others at all times. Good time management skills and self-motivated, not needing excessive oversight. Additional qualifications include proficiency in basic computer skills, organized, ability to inspire, general knowledge of Orthodox Christian theology and practice

Process for Hiring:

Salary and benefits will be established by the Parish Council with the help of the Cathedral Financial Advisory Committee, and funding will be incorporated into the Cathedral budget before hiring. Details of salary and benefits will be available to applicants at the interview.

Applicants should obtain an application from the Church Office, which will ask for basic personal information, summary of previous employment, and description of work skills related to position.

All Applications must be turned into the Church Office by February 23.

Applicants will be interviewed by a hiring committee appointed by the Parish Council.

The hiring committee will make a recommendation to the Pastor, who will have final say on whether to accept their recommendation or not.

A 1st year and a 2nd year review and performance evaluation will be done in the 4th quarter of 2024 and 2025. Subsequent reviews will also be done in following years during the 4th quarter. At this time COLA raises will be considered.

Job Application
Parish Administrator for Saint John Orthodox Cathedral

Applicant Name _____
Address _____
City, State, and Zip Code _____
Phone _____
Email Address _____

Date of Application _____
How did you hear about this application? _____
We hope to fill this position this spring, even as soon as April 1. On what date can you start work if you are hired? _____

Will you consent to a mandatory controlled substance test? _____
Will you consent to a routine criminal background check? _____
Do you have any condition that would require job accommodation? _____
If so, please describe the accommodation required below. _____

This is a new position for our Cathedral staff. We expect there to be a learning curve as both our new employee and our current staff fully develop this position. The job description for Parish Administrator is demanding, and will require skills at balancing time and priorities as well as good communication skills. It is not merely an office position, but more a servant role within the spiritual family of our Cathedral.

- ◆ Please express in a paragraph or two why you think you could succeed in this role and what personal qualities and experiences you have that might best serve you in this position.
- ◆ Attach a resume outlining your education and employment history.
- ◆ Include one personal and one professional reference, with their contact information.

Thank you for considering this position. This application and attached documents (resume, references, paragraphs) should be returned to the Cathedral Office or emailed to stjohnalaska@aol.com by February 23, 2024. Interviews with our hiring committee will take place in early March with the hope we can hire by April 1.