

# Cathedral Administrator

## About This Role

Join a dynamic Cathedral community as our Administrator—a versatile, project-focused position blending operational management, ministry support, and event coordination. This role offers flexible scheduling, making it ideal for self-starters seeking meaningful work in a mission-driven environment.

## What You'll Do

As the central coordinator for our Cathedral's varied operations and communications, your primary mission is to support the various ministries of clergy and lay staff and Cathedral volunteers by ensuring smooth daily operations and serving as the central hub for communication and information in Cathedral life—no two days are exactly alike.

### Digital Communications & Marketing

- Manage our website (Contentful CMS), social media presence, weekly e-newsletter, and other printed materials
- Coordinate with our graphic designer on branding, advertising, and promotional materials
- Oversee digital platforms including Google Workspace, Planning Center, Zoom, and Canva

### Event & Pastoral Administration

- Assist Clergy and Verger Staff in coordination of sacramental events: weddings, funerals, and baptisms and other community events at the Cathedral
- Manage our master calendar
- Maintain sacramental records (baptisms, confirmations, marriages, burials)

### Operations & Systems Management

- Administer digital platforms, user accounts, and subscriptions
- Manage financial administration including clergy/staff credit cards reporting, report coding, invoicing, and supply-ordering; assist the assistant treasurer with basic bookkeeping functions as needed
- Serve as Safe Church Administrator ensuring compliance for staff and volunteers

## Who You Are

### Essential:

- Highly organized with ability to juggle multiple priorities and manage projects from start to finish
- Self-motivated and proactive with ability to work independently and take initiative on projects; quick learner eager to develop new skills and adapt to evolving needs
- Detail-oriented, friendly, service-driven professional with excellent communication and editing skills
- Digitally fluent with content management systems, social media, and office platforms

### Bonus:

- Familiarity with Episcopal Church liturgy, calendar, and culture (**helpful but not required—we're happy to help you learn**)
- Experience in communications, marketing, or nonprofit administration
- Background in event planning or hospitality

## Why This Role?

- **Flexibility:** Schedule flexibility includes the potential for adjusted weekday schedules in exchange for weekend and evening availability (as needed for a variety of Cathedral programs, weddings, funerals, and major events)
- **Community:** Work alongside clergy, musicians, and ministry leaders in a historic Cathedral setting where no two days are exactly alike
- **Impact:** Your work directly supports worship, community connection, and significant life milestones

**What We Offer:** Full-time employment with competitive salary; benefits include health insurance (medical, dental, vision), an 18% pension contribution, three weeks' vacation.

### Application:

Interested candidates should send a letter of interest and a current resume in pdf format to:

**dean@incarnationgc.org**

Timeline: We will be accepting resumes and interviewing candidates on a rolling basis until the position is filled.