

Business Administrator

Reporting: The position reports to the Chief Financial Officer.

Summary: The Episcopal Diocese of San Diego is looking for a Business Administrator to develop and strengthen diocesan office efficiency. The primary focus of this position will be to implement a records retention/filing system; and to develop and implement HR and benefit procedures for the diocese. As time permits, the position may also be assigned projects to streamline use of the diocesan church management system (Pushpay).



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Areas of Responsibility

1.	Records Management System:
	<ul style="list-style-type: none">• Design, implement, and maintain a comprehensive records management system.• Develop protocols for document creation, retention, and disposal in compliance with relevant regulations.• Ensure data accuracy, accessibility, and security within the records management system.
2.	Benefit Enrollment System:
	<ul style="list-style-type: none">• Collaborate with relevant stakeholders to understand benefit program requirements and eligibility criteria.• Design and implement an efficient benefit enrollment system to streamline the enrollment process.• Troubleshoot issues, update records, and provide support for benefit-related inquiries.
3.	Process Improvement:
	<ul style="list-style-type: none">• Identify areas for process improvement in records management and benefit enrollment procedures.• Propose and implement solutions to enhance efficiency, accuracy, and user experience.• Stay informed about industry best practices and technology advancements to continuously improve systems.
4.	Collaboration:
	<ul style="list-style-type: none">• Train staff to integrate records management processes into existing workflows.• Train congregation on benefits offerings and enrollment/termination procedures.
5.	Compliance:
	<ul style="list-style-type: none">• Stay up-to-date on relevant laws and regulations pertaining to records management and benefit administration.

- Ensure the organization's practices align with legal requirements and industry standards, including the Manual of Business Methods for the Episcopal Church.

Work Hours and Benefits

This position is scheduled for 18 hours per week. Days and hours are flexible. The Episcopal Diocese of San Diego offers vacation, holiday, and sick time for part-time employees. Most years, the week between Christmas and New Years is included as holiday pay. The position does not qualify for health or retirement benefits.

Qualifications/Experience

- Organizational skills
- Excellent written and verbal communication
- Customer service experience
- Administrative and office experience
- Filing system development experience
- Sharepoint and Microsoft 365 experience
- Human Resources
- Managing Processes

Other Requirements

- Must be able to work occasionally on weeknights and/or weekends to support congregational training sessions.
- Must be able to walk up a flight of steps if necessary. Moderate lifting of documents and hardware (up to 30 lbs.) is required

Classification: Non-Exempt

Status: Part-time, 18 hours / week

Supervisory Responsibilities: None

Salary Range: \$30-35/hour