

Executive Director – Holy Trinity Armenian Church

Holy Trinity Armenian Church seeks a part-time Executive Director to oversee church administration, personnel, external affairs, and the management of the complex of our parish of over 600 members. This position is a part-time position of 15 hours/week spread over at least 3 days a week in the church office.

Responsibilities:

Church administration/Complex management:

- Works closely with the Pastor and Parish Council on general church matters and events
- Oversees both short-term rental and long-term regular leases of church facilities, including both building rentals and parking leases.
- Oversees and facilitates major church functions such as the Annual Bazaar, picnics, banquets, golf tournament, etc. Provides logistical support to the planners and organizers of these events.
- Ensures that facility and equipment needs are met for both outside rentals/leases and church-sponsored events and activities.
- Oversees the maintenance of the property and works with the chairperson of the Buildings and Grounds committee as needed
- Orders kitchen, office, and maintenance supplies for the church
- Obtains any necessary City of Cambridge permits for church events (e.g. liquor licenses, outdoor music, etc.)
- Coordinates all church-related insurance
- Administers Holy Trinity Trust Fund scholarships
- Provides other support as needed for church events and functions
- Some responsibilities need to be done outside of the office
- The Executive Director is bound to confidentiality and maintenance of individual privacy in sensitive dealings with the Pastor, parishioners, and officials from the Diocese.

Church personnel:

- Supervises all church employees. Responsible for hiring, firing, and other personnel-related matters in consultation with and approval of the Pastor
- Coordinates with office staff for planning purposes and efficiency
- Works closely with custodial staff regarding performance and scheduling
- Oversees all income and accounts payable and supervises parish bookkeeper
- Provides performance guidance and coaching for staff when necessary

External affairs:

- Ensures good relationships with the community-at-large by being the liaison and contact person between Holy Trinity and its neighbors, community groups, City of Cambridge personnel and government officials, and members of the press.

Requirements:

- Bachelor's degree or equivalent experience
- Strong interpersonal and communication skills
- Strong organizational skills
- Ability to handle interactions with staff, church members, and external parties in a positive and constructive way
- Experience supervising and managing staff
- Proficiency in MS Office programs, including Word, Excel, and Outlook
- Ability to become proficient in other software programs as needed in the future (e.g. Constant Contact, Google Calendar, etc.)
- Event planning or property management experience preferred
- Spoken proficiency in Armenian preferred

Please submit cover letter and resume to Nancy Kasarjian at nancy@htaac.org .