



We Are Hiring

St. John's Episcopal Church is accepting applications for the position of
Part-Time Parish Office Administrator
for our parish, beginning in May 2024

Our Office Administrator is responsible for the smooth functioning of the administrative areas of the parish. We are looking for a diligent and reliable person who is a good organizer, is a team player and works well with others (including supervisors), can be flexible, is a creative problem solver, and understands the dynamics of a faith community.

The tasks of the Office Administrator include maintaining the Church office, distributing correspondence and mail, preparation of weekly bulletins and service booklets, sending weekly parish emails with links for bulletins and service Zoom links, basic bookkeeping, updating online content for website, maintaining parish lists, organization of files electronically and in hard copy, etc.

Reports to Clergy and Treasurer, and works with Sexton and other Parish Leaders.

Computer skills a must (Microsoft Word/Excel, MailChimp, Google, Websites and Facebook). Familiarity with QuickBooks a plus.

Hours: 15 - 19 hours per week.
Some flexibility as to in-office time and remote work from home.

Contact: Paul Smith, Pastoral Associate
Email: stjnewhaven@gmail.com