

## Parish Administrator

St. David's Episcopal Church in Cullowhee is looking for a part-time parish administrator to work approximately 10 hours per week. Flexible work schedule and the possibility to do some work from home. \$15/hour

St. David embraces people of all faith traditions, walks of life, genders and gender expressions, and sexual identities. We are an open and affirming parish.

Responsibilities include

- 1) Website maintenance.
- 2) Creating the weekly worship bulletin.
- 3) Being a point of contact for churchgoers and community members, answering the phone and returning calls and texts as needed.
- 4) Maintaining accurate membership records including contact information.
- 5) Scheduling routine maintenance and purchasing supplies and equipment as needed
- 6) Maintaining accounting procedures, checking the post office box, and working with the Treasurer in safely handling deposits
- 7) Creating flyers and forms as needed.
- 8) Assisting the Rector with clerical needs as directed.

Emailing the weekly email newsletter

Education/Experience Requirements:

- 1) Proficiency in Microsoft Office programs including Word and Excel and Google Suite.
- 2) Familiarity with Facebook, Instagram, and YouTube.
- 3) Demonstrated ability to learn new software as required.
- 4) Two-year degree and relevant work experience preferred.
- 5) Track record of taking initiative, problem-solving, flexibility, and prioritizing.
- 6) Excellent written and oral communication skills.

Applicants may send a cover letter, references, and resumé to Gaelyn Evangreene, Rector via email [rector@stdavidscullowhee.org](mailto:rector@stdavidscullowhee.org).