

**PARISH ADMINISTRATOR**  
St. David's Episcopal Church, Cullowhee North Carolina

This position will work with the rector in overseeing the business affairs of the church and requires strong organizational skills, professionalism, communication skills, proficiency in basic computer programs, collaboration with diverse groups of people, and the ability to maintain confidentiality. The Parish Administrator reports to the Rector.

This position is part-time, 4 hours per week, and there is a 3-month probationary period. Most of the work can be done remotely, with on-site presence required only once each week for staff meeting.

Experience in office management, knowledge and appreciation of the Episcopal church's traditions, and/or a willingness to learn them is preferred. Prior experience with church administration is helpful.

Position Responsibilities:

Oversee the function of the parish office, including:

- Respond to phone calls, emails, correspondence directed to the parish office.
- Prepare and file printed materials for worship (bulletins, lectionaries, leaflets, handouts, etc.)
- Assist with and oversee scheduling of volunteers (worship, pastoral care, special events, etc.)
- File worship bulletins, lectionaries, ministry, and sacramental information, etc.
- Support parish volunteers in the preparation and sending of the weekly newsletter, Annual Report, and other communications via mail, e-mail, and social media as needed.

Assist the Rector/Interim Rector, including:

- Pick up and sort the church's mail, and distribute correspondence to mailboxes as directed.
- Create online announcements on Facebook, Instagram, etc. per the online calendar events.
- Work with online calendar admins (rector, newsletter editor) to keep the parish calendar updated, utilizing the bulletin board and worship volunteer schedule in the parish hall.
- Maintain records of key holders, vestry classes, signatories on bank accounts, sign-in information.
- Maintain records of lay ministry licensing, and Safeguarding God's People certificates.

Other duties may be assigned from time to time.

To apply, email your resume and cover letter to The Rev. Dr. Valori Mulvey Sherer, Interim Rector: [interimvmsherer@gmail.com](mailto:interimvmsherer@gmail.com).