



St Mary's Episcopal Church

203 Dennison Street, Colonial Beach VA 22443

St. Mary's Episcopal Church in Colonial Beach is searching for a part-time Parish Administrator to assist clergy and lay leaders in managing the day-to-day activities of an active, warm, and welcoming congregation.

Responsibilities

- Being the first point of contact between the parish and wider community: answer incoming phone calls, distribute mail, take messages, follow up as necessary.
 - Includes initial screening of financial assistance requests (e.g. utility bills, evictions)
- Preparation of Seasonal Bulletins and weekly inserts, including announcements.
- Distribute weekly announcements electronically
- Writing occasional thank-you notes to one-time or occasional donors (food pantry, memorials, etc.)
- Management of parish calendar / use of facilities
- Maintain organized filing system, including detailed records for discretionary spending and columbarium niches.
- Order supplies for office and, on occasion, parish ministries,
- As requested, coordinate deliveries of supplies, accoutrements for church services and other ministries with lay leaders (eg, flowers for funerals, candles for christmas, etc)
- Coordinate lay ministers' schedule for church services
- Create flyers, assist in maintaining parish website, occasional social media posts
- Maintain confidentiality
- Other duties as assigned

Qualifications

- Professional, friendly demeanor
- Proficient in typing, basic familiarity with copiers
- Proficient in MS Office, especially Word, Excel, Outlook, Access
- Familiarity with the following a big plus: Canva, Wix, Mailchimp or similar web-based software

Other relevant information:

St. Mary's is an equal opportunity employer and welcomes all to apply inclusive of gender, race, orientation or expression. Affiliation with The Episcopal Church or other Christian tradition helpful, but not required.

Schedule is currently 9am – 2pm Tuesday, Wednesday, Thursday. Benefits are paid holidays and Paid Time Off. Anticipated start date is April 21, with some flexibility.