

**Part-time Parish Administrator**  
**St. James Episcopal Church**

119 Washington St.  
Groveland, MA 01834  
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978-373-1270

**Position Summary**

St. James Episcopal Church in Groveland is seeking a friendly, service-oriented parish administrator who can welcome people to the church. The parish administrator reports to the Rector but also works closely with the wardens, the music director and other lay leaders from time to time. We are seeking someone who enjoys interacting with people, enjoys checking things off a to-do list and is detail oriented.

**Skills**

- Proficient with Microsoft Word, Excel, Google Suite.
- Familiarity with Constant Contact, Facebook and Instagram as well as Word Press a plus.
- Strong organizational skills.
- Attention to detail.

**Work Hours and Compensation**

The position is 10-12 hours per work. Ideally, 8 hours are at the church spread out over two days between Monday and Thursday as to be agreed upon with the rector. The remaining hours can be completed remotely. An hourly rate between \$18-\$21 is offered.

**Responsibilities**

First point of contact

- Answer telephones, respond to messages.
- Check email regularly, respond/forward as required.
- Greet and assist visitors.

Communication

- Bulletins: Create and print weekly Sunday bulletins, marriage and funeral bulletins as needed.
- Weekly e-newsletter: Assemble weekly and send out via constant contact.
- Keep calendar up to date.
- Website and social media: assist as time allows in updating and posting.

Office organization

- Church database:
  - Maintain filing system of parish and ministry activities.
  - Maintain member information in database, parish directory.
  - Seasonal bulk mailing.
  - Maintain Parish Register and create certificates as needed.
- Computer system support: troubleshoot with vendors; maintain software upgrades
- Preparation, assembly, and distribution of Annual Report.
- Inventory and order office supplies as needed and maintain expenditure records.

Reports to: The Rev. Lisa Faber Ginggen

Person (s) Assigning Work Assignments: The Rev. Lisa Faber Ginggen and members of the Vestry