Position Open

Part-Time Parish Administrator

Saint George’s Episcopal Church in Astoria, New York is seeking a motivated, self-starting part-time, bilingual (Spanish) Parish Administrator. This position reports to the rector.

Qualifications include proficiency in the following software:

- Microsoft Office – including Word, Publisher and Excel
- Church Windows, Servant Keeper or similar software a plus
- Quick Books
- The Rite Stuff

Responsibilities include, but are not limited to the following:

- Prepare and print weekly bulletins and funeral or wedding bulletins as needed
- Database management of parish members
- Prepare invoices for payment.
- Prepare checks and properly record payment in Quick Books in the absence of the bookkeeper (as requested by the rector)
- Accurately record pledges in database and prepare quarterly giving reports for parishioners.
- Assist in the completion of the annual Parochial Report.
- Work in concert with the diocese to ensure clergy and staff compensation and benefits are accurate.
- Answer office phones and emails.
- Maintain the Master Calendar for all church activities.
- Inventory and order supplies.
- Update the church’s website.
- Other projects as assigned by the rector.

Hire pending the completion of a background check. The selected candidate must complete and present certificates for Safe Church and Anti-Racism training.

Hours: 12 hours per week - Tues, Weds & Thurs 9 -1 pm (can be negotiated)

Compensation: Based upon skill and experience level.

Start Date: Immediately

Interested parties should send their resume, cover letter and references to:

The Reverend Karen Davis-Lawson, Rector
Saint George’s Episcopal Church of Astoria
14-20 27th Ave, Astoria NY 11102
Email: revkdl@gmail.com