Part-time Parish Administrator Needed

All Saints Episcopal Church in Woodhaven, Queens is looking to hire a parish administrator for part-time employment (<20 hours/week). Responsibilities include:

- General office support to the parish, staff, congregation, and committees
- Data records management
- Bookkeeping of church’s accounts
- Production of the bulletins for all principal services, funerals, weddings, etc...
- Phone and e-mail support
- Supplies and inventory management
- Management of the church calendar
- Coordination of duties the sexton

Computer and Internet proficiency are required. Proficiency with MS Word, MS Excel, and QuickBooks is preferred. Familiarity with church management software/websites would be ideal, as well. Bilingual in English and Spanish is required.

For more information or to make an inquiry, please e-mail Fr. Norman Whitmire at rector@allsaintswoodhaven.org, or call (718) 849-2352.