

Church of the Messiah
Chester, NJ
Job Description

Position: Parish Administrator (Part-Time)

Reporting: Reports to Clergy. Assistance to Wardens, Vestry, and other Committees must be coordinated through the Clergy.

Church of the Messiah in Chester is a small affirming Episcopal Church. Church of the Messiah also houses the Senior Resource Center, a non-profit sharing fellowship and wellness programs in the community.

Description: The Parish Administrator (Part-Time) position is 12-15 hours a week of tending to the administrative needs of Messiah. This includes creating, editing, and printing bulletins, communication emails, and updating information on Church management programs and financial platforms. The Parish Administrator many times is the first face of the church, interfacing with people by phone, in person, and through email. Routinely the Parish Administrator schedules building and equipment maintenance and organizes church resources. Regular reviews and evaluations are part of the ongoing maintenance of the relationship with the Clergy.

Qualifications:

- Education: high school degree/equivalency or higher
- Not a member of Church of the Messiah

Skills:

- Good grammar and spelling.
- Proficiency with Microsoft Office Software suite, internet research, email, and database applications, including the willingness to learn church management or financial management programs.
- Ability to work both independently and as a member of a team.
- Creative problem-solving skills.
- Exemplary telephonic and in-person people skills.
- Ability to maintain absolute confidentiality.
- Demonstrates initiative and responsibility for completing assigned tasks in a timely and efficient manner so as to meet all deadlines.

Compensation: \$20.25 per hour, not including benefits

If interested, please send resume to The Rev. Elizabeth Ivell at priest@messiahchester.org.