



Christ Memorial Episcopal Church

Office Administrator

Job Description

Christ Memorial Episcopal Church is an active community of faith serving Kilauea and the North Shore of Kaua'i. Located at the heart of the region and at a major crossroads, our familiar church campus includes our historic parish hall, beloved Helen Mitsui Shared Blessings Thrift Shop, and beautiful flower gardens. The spacious grounds provide visitors and residents with well-maintained and welcoming spaces for classes, support groups, and gatherings. The thrift shop offers affordable quality goods from generous community donations. Our historic stone church offers inclusive, creative worship and a quiet refuge. Led by the Vicar, Bishop's Committee members, dedicated church members and volunteers, Christ Memorial celebrates a legacy of service and a commitment to building beloved and vital community into the future.

We are seeking a highly organized, proactive and enthusiastic Office Administrator to support our church ministries, community outreach, and shop operation. We offer a dynamic and vibrant atmosphere with many opportunities to engage with and build meaningful partnerships with our island community. Successful candidates may represent diverse faith traditions or none.

This position is ideal for someone with experience in non-profits, marketing, human resources, program management, and/or community service and outreach, with an interest in supporting our shop ministry. The office administrator will provide access to essential resources, information, and services, including underserved or marginalized populations, and find joy in assisting a broad range of people, including community members, visitors, shoppers, volunteers, participants in parish hall classes, parishioners and church leaders with aloha, kindness and respect.

General Responsibilities

Under the supervision of the Vicar, the Reverend Catherine Amy Kropp, the position of Office Administrator is responsible for providing support to the Vicar in all areas of church administration including the shop operation. Additionally, the Office Administrator is responsible for maintaining a warm, welcoming, and orderly atmosphere for church

members, volunteers, and all those who call on or visit the church. Specific responsibilities will be discussed during the hiring process.

Minimum Qualifications

- Associates degree or equivalent
- Ability to work independently and as a team member
- Ability to manage multiple and diverse priorities
- Ability to support shop volunteers and church members with compassion and discretion
- Must be computer literate and have a demonstrated capacity to learn new computer functionality
- Excellent oral and written communication skills
- Access to reliable transportation
- Successful completion of a background check

Preferred Experience

- Bachelor's degree
- 5+ years relevant experience
- Proficiency in, or ability to learn, technology and design platforms including but not limited to Microsoft Office, Canva, Constant Contact, and website management.

Start date: Immediate

Position Type: Full-time

Salary Range: \$55,000 - \$63,000 per year commensurate with experience

Location: 2524 Kolo Road, Kilauea, Hawai'i 96754

Employee Benefits:

- Health benefits (medical, dental, vision)
- 9% pension benefit
- 3-weeks paid-time-off

Website: www.christmemorialkauai.org

How to apply:

Email a cover letter, resume and 3 references to admin@christmemorialkauai.org
Contact Rev. Kropp at revkropp@christmemorialkauai.org tel. 808-482-4824 with any questions.