



St. Luke's Episcopal Church
219 Chunns Cove Road
Asheville, NC 28805
828-254-2133

FOR IMMEDIATE RELEASE
PART-TIME OFFICE ADMINISTRATOR
St. Luke's Episcopal Church – Asheville, NC

St. Luke's Episcopal Church is seeking a dependable, organized, and welcoming individual from outside of our parish to serve as our part-time Office Administrator. This important role supports the communication, organization, and daily administrative life of the parish and is often the first point of contact for parishioners, visitors, and those seeking information about the church and its ministries.

As our parish continues its discernment process and prepares to welcome a new priest, this position will help provide continuity, hospitality, and support during an important season in the life of St. Luke's.

Responsibilities include:

- Preparing weekly newsletters and church bulletins
- Coordinating monthly schedules for lay ministers
- Maintaining parish membership records and directories
- Processing payments, invoices, and church-related orders
- Assisting with parish communications and general office support
- Working collaboratively with clergy, volunteers, and the parish treasurer

Ideal candidates will possess:

- *Strong organizational and communication skills*
- *Computer proficiency and comfort learning church management systems*
- *Attention to detail and ability to manage multiple tasks independently*
- *A welcoming and professional demeanor*
- *Respect for confidentiality and the pastoral nature of church work*
- *Familiarity with Episcopal liturgy, church seasons, and parish life, or a willingness to learn*
- *Prior administrative or office experience preferred*

Position Details:

- Approximately 9-12 hours per week
- \$26.00 per hour
- Training may begin as early as July 1, 2026

Interested applicants should submit a resume and brief letter of interest to:

Gary Coffey
rector@stlukesavl.org

Applications will be accepted until the position is filled.