

**THE POSITION OF PARISH ADMINISTRATOR IS NOW OPEN** at St. Philip's Episcopal Church, Easthampton. This part-time/15 hours per week job starts at \$17/hour and requires a trustworthy individual of mature and discerning character, who can represent the parish to members and non-members alike.

Must be a self-starter; able to initiate, anticipate, and organize own work, in addition to being a quick and willing learner. Ability to manage and develop the parish office in terms of organizing and supporting volunteers (including keeping and coordinating the parish calendar), the production of parish materials (such as worship bulletins and weekly newsletter), the accurate maintenance of the parish database and files – all in support of the programs, ministries, and the mission of St. Philip's Church.

Proficiency in Microsoft Office and web-based communications is required. A working knowledge of church management software and systems is desired. A familiarity with liturgical, biblical, and theological concepts and language is preferred. When needed, ability to work remotely is an asset.

Interested candidates are asked to submit a cover letter with a resume, along with three references to [office@stphilipseasthampton.org](mailto:office@stphilipseasthampton.org).

More information about the parish and community can be found on [www.stphilipseasthampton.org](http://www.stphilipseasthampton.org).