

Open Position

All Saints' Episcopal Church
7 Woodbridge St.
South Hadley, MA 01075
www.allsaintsallwelcome.org

Position: Parish Administrator

All Saints' Episcopal Church, a vibrant and busy parish in South Hadley, is seeking a Parish Administrator. The position is 18 hours per week, worked Tuesday through Friday, with some flexibility in establishing a regular schedule.

The ideal candidate will be professional, organized, comfortable in a religious setting, and able to work independently. The position includes providing administrative assistance to the Rector and the Treasurer (including basic bookkeeping), running a busy parish office, coordinating with a staff team of six people, and

overseeing building use (including ongoing leases and space rentals).

Proficiency with Microsoft Office and Internet is essential, as is ability to learn Gmail, MailChimp, QuickBooks, and Google Calendars. Familiarity with Servant Keeper, the Eucharistic liturgy, and liturgical calendar is a plus.

Interested persons should apply directly to the Rector, the Rev. Tanya Wallace, by sending a résumé and letter of interest to allsaintschurchrector@gmail.com. Contact for interviews will begin on March 1.