

## Parish Office Director Job Description For Grace Episcopal Church, Asheville

This position will work with the rector in overseeing the business and communication duties of the church.

We are seeking a person with clear organizational skills, high level of professionalism, technology forward communication skills, capacity in collaborating with diverse groups of people, volunteer recruitment, the ability to maintain confidentiality, a sense of humor and call to the work of community building.

The Parish Office Director reports to the Rector. This position is part-time, 30 hours per week and pay is dependent upon experience.

Experience in office management, knowledge and appreciation of the Episcopal Church's liturgies is preferred. Prior experience with church / office administration is helpful.

### **Position Responsibilities**

- Respond to phone calls, emails, correspondence directed to the parish office
- Prepare and print bulletins for worship and all services held at Grace
- Data collection and report creation
- Publish, post and send the weekly newsletter, Annual Report, vestry minutes, and other communication
- Create online announcements/events on Facebook, Instagram, and update the online calendar
- Maintain records of ministry licensing and Human Resource records for staff and church lay leaders
- Picking up and sorting church mail
- Work with the Rector to manage clergy calendars
- Assist with and oversee scheduling of volunteers

**If you feel called to and equipped for this work, please send your resume and letter of interest to Rev. Milly Morrow**

**At [rev.milly4Grace@gmail.com](mailto:rev.milly4Grace@gmail.com) by June 10<sup>th</sup>.**