

Good Shepherd Episcopal Church
495 Herbert Hills Dr., PO Box 677
Hayesville, NC 28904

Good Shepherd is an Episcopal Church in Hayesville, NC. We typically have around 110-120 worshippers each Sunday with approximately 300 active members. The majority of our members are retirees though we do have members from other stages of life.

Position Available: Parish Administrator, Full-time

Summary of Position: The Parish Administrator plays a vital role in supporting the daily operations and activities of Good Shepherd, an Episcopal Church with approximately 300 members. This position is responsible for managing administrative tasks and fostering a welcoming and inclusive atmosphere for our congregation. The Parish Administrator serves as the primary point of contact for members and visitors and is a key member of the church staff.

Duties Include:

- Greeting visitors and answering phones
- Bulletin preparation
- Weekly Highlights preparation and sending
- Monthly Newsletter preparation, printing and sending
- Acts as communicator to the parish on behalf of the Rector, other staff members, the vestry and committee chairpersons
- Assist the church treasurer with deposits of donations and offerings
- Maintain all office equipment
- Ordering office supplies as well as other areas as needed
- Creating flyers and forms as needed
- Point person for vendors
- Support Rector as directed

Qualifications/Requirements:

- A familiarity with the Episcopal tradition.
- Exceptional organizational and administrative skills, including but not limited to, attention to detail and the ability to multi-task.
- Ability to communicate effectively both orally and in writing, with volunteers, church staff, and visitors in a professional manner.
- Proficiency with Microsoft Word/Excel/Publisher, Adobe Acrobat, Constant Contact, Internet and familiarity with computer and copy machine maintenance.
- Experience with church management software is a plus.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong interpersonal skills and the ability to work well with diverse groups.
- Previous experience in a similar role is preferred.
- Ability to work independently.

Hours: 9:00am – 4:30pm, Monday – Friday

Applicants may send a cover letter and resume to gsepiscopal@brmemc.net.