

Grace Church in the Mountains (Episcopal)
394 N. Haywood St.
Waynesville, NC 28786

Grace Church in the Mountains is an Episcopal Church in Waynesville, NC near Smoky Mountain National Park. We typically have around 130 worshippers each Sunday, while our active members number near 300. Most would describe our worship style as “broad.” We are nationally known for our Creation Care ministry and locally known as a “small but mighty” church in relation to our outreach ministries. Our rector, The Rev. Joslyn Ogden Schaefer, has provided stable spiritual leadership since 2017. While the majority of our members are retirees, we have members from every stage of life.

Position Available: Parish Administrator **Part-time (approx 16 hrs/week), non-exempt**

This role could be combined with our music or program ministry roles to create a full-time position.

Summary of Position: The Parish Administrator at Grace Church assists the Rector with membership records, weekly bulletin production, human resources, communications including website and social media, calendar management, coordinating volunteer receptionists and serves as a backup for two basic bookkeeping functions, bill-pay and payroll.

Duties Include:

- Bulletin preparation.
- Weekly eNewsletter preparation and sending.
- Maintaining accurate membership records including contact information.
- Website maintenance.
- Greeting visitors and answering phones when no volunteer is available.
- Training receptionist volunteers.
- Maintaining HR files.
- Ordering office supplies.
- Creating flyers and forms as needed.
- Point-person for vendors.
- Supporting Rector as directed.

Education/Experience Requirements:

- Proficiency in Microsoft Office programs including Word and Excel.
- Familiarity with Mailchimp and Social Media platforms.
- Demonstrated ability to learn new software as required.
- Two-year degree and relevant work experience preferred.
- Track-record of taking initiative, problem-solving, flexibility, and prioritizing.
- Excellent written and oral communication skills.

Hours: 9 - 1 pm, Monday - Thursday

Compensation & Benefits: Salary range is \$20 - \$25/ hour and 20 hours of paid vacation annually available after six months of employment.

Applicants may send a cover-letter, references, and resumé to Joslyn Schaefer, Rector via email rector@gracewaynesville.com. Questions about the position may be directed to her via email or phone, 828-456-6029.