



Now Hiring: Assistant Parish Administrator

Join the team at Church of the Good Shepherd.

The Church of the Good Shepherd, Cashiers, NC, is seeking a dedicated **Assistant Parish Administrator** to join our vibrant ministry team. This is a **full-time position** requiring presence on Sundays -Thursdays. We offer a competitive salary beginning at **\$26 per hour** along with **excellent benefits**, including pension and comprehensive health insurance.

We Are Looking For:

A compassionate individual with a **heart for ministry**, possessing strong **interpersonal and organizational skills**. Experience with standard office software is essential.

Key Responsibilities Include:

- Volunteer coordination
- Newcomer welcome and integration
- Communications and Publications
- Clergy and Ministry support
- Maintaining Parish Database, Records, History

To Apply:

Please send a **cover letter and resume** to GoodShepAdmin@frontier.com. A comprehensive job description is available upon request.

Join us in serving God and our community!