



Pay: From \$24.00 per hour

Position Description: Parish Administrator

St. Thomas Episcopal Church in Chesapeake, Virginia is a dynamic Christian faith community within the Episcopal Diocese of Southern Virginia. We are a growing congregation that seeks to cultivate and spread God's love and God's word in Christ. All are welcome, no exceptions! We seek to be faithful witnesses to the unfailing love of God and to be a place where diversity is accepted, where people of all backgrounds are welcomed.

Parish Administrator is a part-time position. The Parish Administrator facilitates the parish's regular business operations, supports the staff and the Rector, and serves as the primary point of contact for parishioners, ministry partners, vendors, and the local community during office hours. This position is expected to work up to 28 hours weekly, including 1-2 Sundays a month, leadership meetings, and special events. Working hours will be mutually agreed upon. This position is supported by office volunteers.

This position reports directly to the Rector or his designee.

**REQUIRED QUALIFICATIONS:**

- Excellent oral and written English communication skills
- Demonstrated ability to collaborate with a diverse variety of stakeholders
- Strong customer service and problem-solving techniques
- Able to prioritize work and adapt to changing priorities
- Strong attention to detail
- Exceptional organizational and record-keeping skills (paper and digital)
- Demonstrated proficiency with PC-based software, including word processing, databases, phone systems, and spreadsheets
- Able to climb stairs and lift 25+ pounds
- Able to maintain confidentiality
- Easter attitude

**PREFERRED QUALIFICATIONS:**

- Knowledge of basic accounting principles
- Prior experience as a church office administrator or equivalent
- Knowledge of church office operations
- Project management experience



**St. Thomas**  
Episcopal Church  
CHESAPEAKE, VIRGINIA

· Experience coordinating pastoral or liturgical events

Job Type: Part-time

Work Location: In person

Forward resumes to [membership@stthomaschesapeake.org](mailto:membership@stthomaschesapeake.org).