

Parish & Communications Administrator

Hickory Neck Episcopal Church in Toano, VA is seeking a part-time Parish & Communications Administrator to work 25-30 hours a week Monday through Friday. Reporting to the Rector, the Administrator is responsible for managing the day-to-day office operations. Responsibilities include but not limited to general admin, records management, stewardship and financial support, worship support, and communication support. The Parish & Communications Administrator will be knowledgeable in Microsoft Word and Excel as well as email and social media communications. This role requires the ability to work independently and have the initiative to carry out the full duties of the role. A commitment to standing as a moral and upstanding representation of Hickory Neck is a must.

The successful candidate will have:

- An associates degree in business, office management, ore related field or equivalent professional work experience
- 2+ years of professional experience within an office setting handling administrative functions
- The ability to work Monday – Friday, 25-30 hours per week
- Strong computer skills including working knowledge of MS Word, MS Excel, database, email, Google Calendar, and social media platforms
- The ability to utilize the internet for research
- The ability to deal effectively and tactfully with a wide variety of individuals as expected within a Christian based environment
- Excellent oral and written communication skills
- The ability to work independently and show initiative to carry out the job functions
- The understanding or willingness to learn the church database, church directory, rite song and rite word and Mailchimp
- The understanding or willingness to learn seasonal and liturgical practices of the Episcopal Church

To Apply: Qualified candidate please apply to: HR@hickoryneck.org with your cover letter and resume.

For more information about our beloved historical church, Hickory Neck Episcopal Church, please visit: www.hickoryneck.org. Come join our Parish!