



St. Martin's Episcopal Church

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stmartinslebanon@gmail.com



**We are a Friendly Church, Small but Mighty –
With strong ministries and community partners**

Visit our website <https://www.stmartinslebanon.org/>

And Facebook page: <https://www.facebook.com/St.Martins.Lebanon/>

**Seeking Part-time PARISH ADMINISTRATOR: 20+ hours per week
Update 12/12/2024**

CURRENT CONTEXT: We are blessed with a Deacon, having survived without a settled rector since 2020 with the help of longtime supply priests. Our longtime volunteer parish administrator is retiring, so we need to hire someone to carry us forward.

TASKS: We are seeking an organized, friendly, energetic **PARISH ADMINISTRATOR** to perform the following tasks among others:

- Keep the parish running smoothly, scheduling events, supervising the building and grounds, coordinating with the Episcopal Church in Western Oregon (Diocesan Office), etc. which includes
 - Creating calendars, bulletins, etc. handling phones, directory, keys, etc.
 - Assisting the Clergy, Vestry, Treasurer, volunteers, etc.

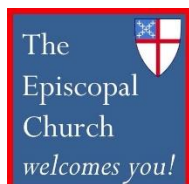
Minimum SKILLS: The ideal applicant will have the following skills:

- Coordinating and management skills; Ability to work well alone as well as with clergy, volunteers, employees, parishioners, visitors, etc.
- Digital Proficiency -Microsoft Office Suite, Windows Operating System, Zoom, etc.
- Ability to maintain confidentiality.
- Knowledge of churches and liturgy is a plus.

SCHEDULE: The Church Office is currently open Monday, Wednesday and Friday, 9-noon; closed Tuesday, Thursday, Saturday, and Sunday (which might be flexible). PARISH ADMINISTRATOR should be available during open office hours in person mostly but some work can be done remotely. Some weekends and evenings may be needed; some On-Call is possible.

The **PARISH ADMINISTRATOR** will report to the Vestry.

DIOCESAN EMPLOYEES - In accordance with the rules of the Episcopal Church in Western Oregon (ECWO), all Diocesan employees must be able to pass a background check and take SAFE CHURCH training. ECWO is an Equal Opportunity Employer.



Compensation: Starting at \$25.00 per hour.

Application process:

-- Please submit your resume and cover letter by email to

stmartinslebanon@gmail.com.

-- Initial interviews will be in Zoom.