**Job Title:** Parish Secretary
**Location:** St. Luke Episcopal Church, Chardon, OH
**Employment Type:** Part-Time
**Reports To:** Pastor

**Job Summary:**

St. Luke Episcopal Church, a vibrant and close-knit small church community, is seeking a dedicated and organized **Parish Secretary** to provide administrative and clerical support to the rector and congregation. This role is essential in ensuring smooth operations, managing communications, and maintaining church records. The ideal candidate will be detail-oriented, personable, and committed to serving the church community with professionalism and care.

**Key Responsibilities:**

* **Administrative Support:** Assist the rector and church leadership with scheduling, correspondence, and general office duties.
* **Communication:** Manage church emails, phone calls, and mail; serve as the first point of contact for visitors and members.
* **Record Keeping:** Maintain membership records, financial contributions, and official church documents.
* **Bulletins & Newsletters:** Prepare and distribute weekly bulletins, newsletters, and other church communications.
* **Public Advertisement:** Draft and post newspaper advertisements for upcoming church events; update church website weekly with events, bulletins, and recordings.
* **Event Coordination:** Assist in planning and coordinating church events, meetings, and services.
* **Office Management:** Maintain office supplies, filing systems, and church calendar.
* **Confidentiality & Sensitivity:** Handle personal and financial information with discretion and professionalism.

**Qualifications & Skills:**

* Prior administrative or clerical experience preferred.
* Proficiency in Microsoft Office (Word, Excel, Outlook).
* Ability and desire to learn new church management software programs.
* Strong organizational and time-management skills.
* Excellent verbal and written communication skills.
* Ability to work independently and collaboratively.
* A heart for ministry and a commitment to the mission of the church.

**Work Schedule & Compensation:**

* Work schedule will be two recurring mornings weekly for 3 hours per day. Schedule can be somewhat flexible based on the candidate’s needs.
* Hourly rate of $15.00 per hour, paid monthly via direct deposit.

**How to Apply:**

Interested candidates should submit a resume to Fr. Chris McCann at mccannchris11@gmail.com.

We look forward to welcoming a new secretary to help support the ministry and mission of St. Luke!