

**Parish Administrator
St. Mark's Episcopal Church
St. Louis, MO**

St. Mark's Episcopal Church is comprised of folks who live in the surrounding St. Louis Hills neighborhood and from other areas of the city and county. We are blessed to be caretakers of a beautiful worship space, a rich musical heritage, and the diverse liturgical tradition of the world-wide Anglican Communion. We will be celebrating the retirement of our current Parish Administrator this fall, and are seeking applicants for the position. St. Mark's is COVID-19 restrictions responsible. As such, the work of the Parish Administrator is being done largely remotely at this time, with limited in-office access as needed.

This part time position (18 hours per week) will administer parish communications, office function and campus. Pay is \$15 per hour.

- Produce Sunday and special bulletins, send weekly email and monthly newsletter, update parish website, type and mail correspondence and reports, perform other administrative functions as required
- Maintain office equipment and supplies, schedule maintenance work, manage calendar of building use

The ideal candidate must be computer and social media literate (Instagram, Facebook, etc.), with office administration experience. Experience with the following a plus: Quickbooks, Eventbrite, Microsoft Publisher, Wix.

Please submit resumes to jobs.saintmarks.stl@gmail.com

See our website at saintmarks-stl.org



