

Job Announcement

Job Title: Parish Administrator

Location: Christ Church Episcopal Parish, Lake Oswego, Oregon

Employment Type: Full-Time (40 hours per week)

Reports To: Rector

Starting Pay Range: \$21-26 per hour depending on qualifications and experience

Benefits: Health insurance, paid time off, retirement contribution options

About Our Church

We are a warm, welcoming Episcopal parish in the heart of Lake Oswego, Oregon. We seek an organized, friendly, and detail-oriented Parish Administrator to serve as the welcoming face and administrative backbone of our parish office, supporting our mission of worship, fellowship, and service in the community.

Position Summary

The Office Administrator provides essential administrative, reception, communications, and event support to ensure the smooth daily operation of the parish. This role involves a mix of general office management, liturgical and parish event coordination, and assistance with member communications. The ideal candidate is comfortable working in a small team environment and has a genuine appreciation for the life and ministry of an Episcopal church.

Key Responsibilities

Office Administration

- Answer the main phone line, greet visitors and parishioners, respond to inquiries, and direct requests appropriately.
- Manage daily office operations: sort mail, order and maintain office supplies, coordinate minor repairs and maintenance needs with vendors or volunteers, and keep the office organized and welcoming.
- Maintain parish records and databases (e.g., member information, baptismal/marriage records, memorial garden, and directories) with accuracy and confidentiality.
- Prepare and process routine correspondence, forms, and reports as needed.
- Schedule facility for parish and outside groups.
- Undertake other tasks and projects as assigned by the Rector
 - Liturgical and Other Parish Events and Ministries
- Assist with preparation for Sunday worship and special services: coordinate liturgical supplies, update calendars, and help set up for services and events.
- Provide communication and scheduling support for parish events such as coffee hours, potlucks, vestry meetings, small groups, formation classes, funerals, weddings, baptisms, and seasonal activities (Advent, Lent, Easter, etc.).
- Maintain master parish calendar and communicate updates to staff and key volunteers.

Parish Communications

- Prepare weekly worship bulletins (print and/or digital), including announcements, prayer lists, and service details.
- Manage parish-wide emails and other communications: draft and send newsletters, event reminders, and updates via digital distribution tools such as Constant Contact and Realm.
- Update and maintain the parish website and social media pages with current information, event postings, and announcements.
- Maintain accurate email distribution and communication lists in coordination with Parish Registrar.

Church Facilities

- Serve as the primary point of contact for routine building and grounds maintenance: schedule vendors for cleaning, repairs, landscaping, or equipment service.
- Monitor facility needs in consultation with the Rector, wardens, and committees to ensure the church building and grounds remain safe, clean, and functional.
- Assist with inventory of maintenance supplies and minor purchasing.

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree in business administration, communications, or related field preferred.
- At least 2–3 years of administrative, office management, or receptionist experience; nonprofit or church experience preferred.
- Strong computer skills including proficiency in Microsoft Office (Word, Excel, Outlook), Google Workspace, and basic database/email marketing tools.
- Excellent verbal and written communication skills with careful attention to detail and proofreading.
- Warm, approachable demeanor with the ability to interact graciously with parishioners, visitors, staff, and volunteers of diverse ages and backgrounds.
- Good judgment and ability to maintain confidentiality, especially regarding pastoral matters and personal information.
- Familiarity with (or willingness to learn) Episcopal liturgy, traditions, and terminology.
- Self-motivated, organized, and able to prioritize tasks in a small-office environment with occasional interruptions.
- Flexibility to occasionally work evenings or weekends for meetings and special events.
- Pass background check and be willing to complete Safe Church training after hiring.

To Apply

Please submit a resume and cover letter explaining your interest in working in a church setting to job@ccparish.org. Applications will be reviewed on a rolling basis until the position is filled.

We are an equal opportunity employer and value diversity in our community. All qualified applicants will receive consideration without regard to race, color, religion (except as it relates to bona fide occupational qualifications for this faith-based role), sex, national origin, age, disability, or any other protected status.