

**Job Title: Parish Administrator**

**Organization:** St. Nicholas' Episcopal Church

**Location:** Midland, TX

**Closing Date:** June 1, 2021

**Job Description:** St. Nicholas' Episcopal Church is seeking a motivated individual to serve as our Parish Administrator. Job duties include assisting in managing communications, schedule meeting and events, performing administrative functions, such as bill paying and making deposits. A warm and genuine person to meet, greet and welcome members and visitors is a must.

**Experience and Education:** The position requires a good working knowledge of computer programs including Microsoft office, email platforms, and publishing programs. Discretion and confidentiality are critically important. Two years of relevant experience is required and an Associate's degree is preferred. The position requires 28 hours per week.

**Pay:** The position requires 28 hours per week. Pay range is commensurate with experience at \$15-20.00 hourly. Occasional late afternoons and evening hours required.

**How to Apply:** Contact Darryl Knapp at 432-694-8856 or Joan Whitt at [atwhittsend1@aol.com](mailto:atwhittsend1@aol.com) for a complete job description and application information.