# Parish Administrator (Part-Time)

## Holy Nativity Episcopal Church

Westchester, Los Angeles, California

Reports to: Rector

Pay: $25 – $28 per hour, depending on experience

Schedule: 20–25 hours per week, in person

Benefits: Paid holidays, vacation, health, dental, and vision insurance, paid sick leave, and more

**About Holy Nativity Episcopal Church**
Holy Nativity Episcopal Church is a small, welcoming parish located in Westchester, Los Angeles. We are a joyful, mission-driven community committed to vibrant worship, inclusive fellowship, and deep engagement with our neighbors. Our campus is home to an award-winning Community Garden that grows fresh produce for Food Pantry LAX, Grass Roots Neighbors, CODA, and an on-site preschool and childcare program.

We are currently seeking a **Parish Administrator** to support our ministries and operations as a key member of our dedicated team.

### Job Summary

The Parish Administrator is responsible for managing the day-to-day administrative functions of the parish and serving as the central point of communication between the church leadership, congregation, and community. This position supports the Rector, Vestry, and parish ministries by overseeing communications, scheduling, records, events, and facility coordination.

### Key Responsibilities

* Serve as the primary contact for parishioners, visitors, and community members (via phone, email, and in person)
* Strengthen outreach and visibility by becoming a connector for community events and partnerships
* Maintain church calendars, volunteer schedules, parish directory, and digital/printed communications
* Prepare weekly Sunday bulletins and digital newsletters using Mailchimp
* Update and maintain church website and social media platforms (Facebook, Instagram)
* Coordinate logistics and communication with outside groups who rent or use parish facilities, including AA, Grass Roots Neighbors, LAX Food Pantry, and CODA
* Serve as the point of contact for contract service providers (cleaning, landscaping, etc.)
* Maintain a consistent office presence and keep supplies and files organized
* Prepare and record bank deposits, and maintain confidentiality in all financial and personnel matters
* Support the Rector and Vestry with administrative tasks and documentation
* Ensure that both physical and digital guest books are accessible and monitored; send welcome letters to new visitors within five days of contact
* Assist with hospitality duties for occasional Sunday coffee hours, potlucks, and parish events

### Required Qualifications

* Minimum of three years’ experience in an administrative or office management role
* Proficiency with: Mailchimp, Google Suite, Canva, Website editing platforms, and Social media platforms
* Strong written and verbal communication skills
* Ability to coordinate volunteers and organize projects with minimal supervision
* Social Media Content Creation and Posting Experience (2 years’ experience)
* Experience managing multiple priorities and deadlines
* Ability to handle sensitive records and financial documents with discretion

### Preferred Qualifications

* Familiarity with Episcopal church practices, liturgy, or ministry life (a plus, not required). We are an EEO employer, candidates are not required to practice any particular faith but must treat others with dignity, respect, kindness and an open mind.
* Experience coordinating events or supporting nonprofit communications
* AA or BA degree in Communications, Business, or a related field

### Additional Requirements

* Must be available the week prior to Christmas and Easter, and throughout Holy Week
* Background check and LiveScan clearance required
* References from previous employers required

**Instructions**

Katherine@realhumanhr.com

1. A current resume and
2. A cover letter – explain why you are interested in this position.
3. Include two (2) current professional references
4. Read the job description to ensure you have the experience, skills and attributes for this position.

**Please note:** Because our campus includes a licensed preschool and childcare program, all employees are required to complete fingerprinting and background checks through the California Department of Justice's Live Scan system. This ensures we maintain a safe and compliant environment for all children and families on site.

### Equal Employment Opportunity Statement

Holy Nativity Episcopal Church is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by California or federal law. We comply with all employment laws enforced by the California Civil Rights Department (CRD).

### Our Process

* A skills and scenario questionnaire will be sent to qualified candidates
* Introductory Zoom (about 20 minutes with Personnel Committee Member)
* Finalists will have an In-person interview with hiring committee.
* We expect to fill this position by mid-July 2025.