

**St. Ann's EPISCOPAL CHURCH**  
**167 Ocean Avenue, Kennebunk, Me**

**Parish Administrator**

This is a responsible position coordinating the work of a church office throughout the year, but with a particularly high workload June through October. Successful candidates must be highly organized, with excellent computer skills and proficiency in the full range of Microsoft Office software, including desktop publishing, and basic accounting. The position requires the ability to work with minimal supervision once direction has been provided.

Duties include:

Managing daily operations and maintaining office supplies and records.

Coordinating, planning, and executing church events.

Assisting to create budgets, pay bills, and track and record church income from donations.

Handling church communications and publications, creating and distributing bulletins and newsletters, overseeing social media, sending broadcast emails.

Assisting with scheduling meetings both in person and remote.

Building and maintaining relationships with the congregation and community.

A high level of interpersonal skills is required, including handling telephone calls, greeting visitors, contacting service providers, and being a liaison with outside groups which use church facilities.

Employee should have, or quickly attain, a high level of knowledge about the Episcopal Church, specifically St. Ann's, and understand the structure of the diocese and the national church. "Episcopal 101" training and material will be made available to assist the employee in adapting to a church environment.

The position reports directly to the Sr. Warden of St. Ann's but works closely with the Senior Chaplain and visiting clergy. The Parish Administrator will also collaborate with other church officials including Junior Warden and Treasurer and Members of the Church Vestry, committee chairs and other clergy and laypersons with special responsibilities. The ability to work effectively with varied personalities and handle a wide range of tasks efficiently is essential.

If you are interested, please send resume to [Shepherd Hill](#), Senior Warden. If you have any questions, you can also call Shepherd at 703-627-7603.