



# ST. PAUL'S EPISCOPAL CHURCH

Benicia, California

---

## Half-Time Parish Administrator

To apply, send a resume, cover letter, and 2-3 references to [rector@stpaulsbenicia.org](mailto:rector@stpaulsbenicia.org)

### Full Job Description

The Parish Administrator maintains a warm, welcoming, and orderly atmosphere for parishioners and others who call or visit St. Paul's Episcopal Church. As the principal assistant to the Rector, the Administrator is responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of the church. This person is responsible for the smooth, efficient operation and management of the Parish Office, including coordinating, directing, and executing all non-ministerial, non-finance parish operations. They respond to all telephone, email, and in-person inquiries/visits with courtesy and tact. The Parish Administrator also provides secretarial support to the Rector, Wardens, lay ministry leaders, and working committees of the church. This is not a remote position.

### Job Requirements

- Ability to plan, execute, and teach administrative workflows to volunteers with minimal guidance
- Eagerness to learn new skills and technologies
- Good organization, teamwork, and communication
- Ability to engage with office visitors with empathy and compassion while maintaining healthy boundaries in a church setting

### Desired Skills

- Familiarity with Episcopal worship and traditions
- Experience working with Microsoft Office products
- Experience in office management

### Salary

This is a half-time position with a salary of \$28,000/year (\$25/hour). The administrator may choose to participate in a diocesan healthcare plan at their own expense.

### More About St. Paul's and This Position

We strive to be an active, diverse, and welcoming community where people can come together to worship and deepen their faith. We are committed to the inclusion of the LGBTQ+ community and people from all backgrounds, cultures, and nationalities.

*St. Paul's welcomes all people at any stage of their spiritual journey to worship together, care for the community, and live the message of Jesus Christ.*



# ST. PAUL'S EPISCOPAL CHURCH

Benicia, California

---

St. Paul's welcomes all people at any stage of their spiritual journey to worship together, care for the community, and live the message of Jesus Christ.