St Andrew’s Episcopal Church in Pickerington, Ohio, a mission focused community of faith is seeking a part time Parish Administrator to support the work of the priest, musician, and the laity in living out their call to be the hands and feet of Jesus.

Qualifications essential to this position are proficiency with Microsoft Office Suite, Google Suite, and Social Media platforms, familiarity with the theology and liturgy of the Episcopal Church and/or similar liturgical traditions, strong written and oral communication skills, the ability to collaborate with diverse groups within the congregation, compassion and sensitivity and adherence to confidentiality.

Duties include creation of weekly worship bulletin, weekly online newsletter, and other printed and web-based media, scheduling building usage with internal and external groups, maintenance of the church calendar and sorting mail.

Helpful gifts to have include a heart for ministry, a spirit of teamwork and flexibility.

This part time position is 10 hours per week. Tuesday and Thursday 9am to 2pm.

Interested applicants please send a cover letter, resume and contact information to:

Reverend Sally Cook at pastorsally@standrewspickerington.org.

St Andrew’s Episcopal Church

8630 Refugee Road

Pickerington, Ohio 43147

614 626- 2720