



Job Opening: Parish Administrator, Part-time

The Church of the Holy Trinity, an Episcopal church in Georgetown, Kentucky, seeks a part-time Parish Administrator to join our team. The position is flexible at 20-24 hours per week, is based in Georgetown, and pays \$18/hour.

This is Holy Trinity:

We are a Christ-led church, vibrant and compassionate, with a faithful congregation. Also, we are a growing parish in one of the fastest growing cities in Kentucky. We offer flexible hours, a comfortable office in Georgetown, and the opportunity to build relationships with the amazing people of this parish.

Does this sound like you?

As part-time Parish Administrator, you are the hub, the liaison between the church and its people. You are important to the success of parish communications and connections, including providing support for various church ministries and programs. You are the point of contact for parish members via email, phone, online, and in person.

You will learn to be a pro at answering parish member questions, orienting new members and visitors, and encouraging active member engagement. You also work well with others in the community to provide support for Holy Trinity events and special programs. You are enthusiastic about the variety of ministries and enjoy being around people.

More specifically:

- You excel at listening to and talking with people. You are calm, pleasant, resourceful, and you have excellent follow-up and problem-solving skills. When people communicate with you, they feel respected, valued, and included.
- You are organized when working with volunteers, able to communicate needs, delegate work, and hold the volunteers accountable.
- Getting to know the people of the parish energizes you. You are eager to call and/or email parish members to make connections and hear their stories.
- You are committed to or interested in learning more about how God is at work in this community and want to use your skills to help others.

- You enjoy planning events and seeing them through to completion. Whether it is an after-church social or a large fundraiser, you like to be part of an organizing team that works together to coordinate a well-run event.

The ideal candidate for this position has/is:

- A minimum of three years in an office position. Experience at a church is preferred but not required.
- Demonstrated organizational skills, attention to detail, strong follow up skills, and excels in the ability to prioritize competing deadlines.
- High level skills in Microsoft 365 (Word, Excel, PowerPoint), Zoom, Google Workspace
- A welcoming attitude, excellent inter-personal skills with an outgoing and open personal style – including strong listening and problem-solving skills.
- Social media skills (Facebook, Instagram) required, photo and video editing skills a plus
- Self-reliant, flexible, adaptable, results oriented, and possess a good sense of humor.
- Able to work independently to achieve goals with minimal oversight.
- Access to a vehicle and a current driver's license.
- Able to do some moderate lifting (up to 25 pounds), as occasionally required.
- A high school diploma or GED (required), a bachelor's degree is preferred.

If this sounds like you, we would love to hear from you!

Qualified candidates are asked to submit a resume and thoughtful cover letter highlighting why the skills and experiences outlined on your resume make you a great candidate for this position. Send the cover letter and resume to The Rev. Karen Booth, Rector of The Church of the Holy Trinity, karen@holytrinitygt.org at your earliest convenience.

The position will remain open until filled.

The Church of the Holy Trinity is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status in accordance with federal law. In addition, The Church of the Holy Trinity complies with applicable state and local laws governing non-discrimination.