## Parish Administrator and Rector's Assistant

**Christ Church is an Episcopal parish in Northern Virginia, established in 1773. We embody God's unbounded love by embracing, liberating, and empowering people, whoever they are and wherever they find themselves on the journey of faith.**

### Job Overview
As parish administrator, this position will assist the administrative organization of liturgy and worship groups. The Rector's Assistant also supports the head of the church with administrative organization. The position reports directly to the rector and works closely with all members of the staff team.

### Responsibilities and Duties
- Making appointments and maintaining the rector's calendar and communications
- Scheduling worship participants
- Maintaining worship records
- Receiving and redistributing monthly vestry materials
- Compiling annual parochial report
- Scheduling docents and church tours
- Distributing materials and information to worship-related committees
- Membership database updates

### Qualifications
- Confidentiality-- Though this is not a pastoral position, the rector's assistant will be around private pastoral conversations and situations.
- Organization-- the rector's assistant will be able to confidently juggle several pieces of input and information to help the rector stay on top of her own work and appointments.
- Communication-- Our rector's assistant will need to be able to communicate in spoken and written English thoughtfully and clearly
- Computing-- A large part of our office work is done via computer. Comfort with email, web searching, database usage, word processing are necessary.
- High school diploma or equivalent required

This position is 40 hours/week in person, M-F during business hours. There is some possibility for remote work.

Christ Church is an equal opportunity employer. Applicants of any religion or no religion are invited to apply.

If this position seems like a good fit, we would love to hear from you. Please email a resume and cover letter to rector@ccalex.org. No calls please.

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