



## **JOB LISTING: PARISH ADMINISTRATOR**

**St. Thomas Episcopal Church in McLean, VA seeks a part-time Parish Administrator with a start date of July 1, 2026.**

Our next Parish Administrator will be organized, show attention to detail, demonstrate initiative and ability to work independently, and work well with parish volunteers. We are a progressive Christian community. Being a practicing Christian is not a requirement for this position; having some familiarity with Christian worship practices would be helpful. However, sharing our values of welcome, inclusion, and hospitality for all is a requirement! Collaboration is a hallmark of life at St. Thomas. If you have a collaborative spirit, seek a warm and supportive work environment, and can help our parish function effectively and efficiently, we hope you will apply.

### **The Person We Seek Will:**

1. Be the first face or voice a person encounters at St. Thomas. They should be prepared to welcome all – members, visitors, our interfaith partners, and those who call or contact the office.
2. Work collaboratively with staff and church volunteers, creating a work environment that is healthy and accountable.
3. Facilitate effective communication within the congregation by producing a variety of written materials using the Microsoft Office Suite, Google Suite, Constant Contact. Learning our church management software, worship slide software, and website editing interface will be required.
4. Oversee the administrative side of our busy congregation, including our preschool, by maintaining records and files, assisting with our fall financial stewardship campaign, and keeping track of supplies and equipment, and arranging for repair or replacement of items as needed.
5. Partner with the Treasurer and the Accountant to carry out weekly financial tasks.
6. Manage our property and physical plant by managing facility rentals, overseeing maintenance by parishioners and outside contractors, and scheduling events.
7. Practice confidentiality in all areas of work.

**Salary will be commensurate with experience, ranging from \$28-\$32/hour. This position offers generous PTO, medical and dental insurance, as well as enrollment in our pension plan.**

**Interested candidates should send a resume and cover letter to The Rev. Fran Gardner-Smith at [employment@stthomasmcleanva.org](mailto:employment@stthomasmcleanva.org). Applications will be accepted until May 17, 2026.**