



## CHRIST CHURCH SAN MARCOS

The Episcopal Church in Tarrytown, New York

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### **Part-time Episcopal Parish Administrator**

Christ Church San Marcos, the Episcopal Church in Tarrytown, NY, is seeking a part-time parish administrator to join our team. The ideal candidate will be a highly organized and efficient individual with strong administrative and interpersonal skills.

#### **Responsibilities**

- Provide administrative support to the Rector and other church leaders
- Oversee the day-to-day operations of the church office
- Assist in maintaining the church's website
- Provide customer service to church members, renters, and visitors.
- Support the treasurer with data entry and other duties
- Prepare publications such as bulletins, online newsletter and parish directory
- Oversee rentals of sanctuary and church hall
- Supervise the Sextant and coordinate work around the church

#### **Qualifications**

- 3+ years' experience in a similar role
- Strong organizational and time management skills
- Excellent verbal and communication skills
- Proficient in Microsoft office Suite, MailChimp and Canva
- Ability to work independently and as part of a team
- Preferably knowledgeable of the Episcopal liturgy
- Preferably Spanish/bilingual

#### **Salary and Benefits**

The salary range is \$20-\$25 per hour for 20 hours per week. The benefits include 2 weeks paid vacation and pension.

#### **To Apply**

Please send your cover letter and resume to [wbaker@christchurchtny.org](mailto:wbaker@christchurchtny.org)

Deadline for applications: January 31, 2026.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.