

— Parish Administrative Assistant —

St. Martha's Episcopal Church in Bethany Beach is seeking an administrative assistant. This position reports directly to the parish priest or the Senior Warden in the absence of the priest.

The successful candidate should have excellent verbal and written skills, knowledge and proficiency with current technology and be able to multitask. In addition, the position requires the ability to work well with people. This person provides administrative support/assistance to the priest. This position also requires the maintenance of the Church calendar, creation of bulletins, coordination of requests for building usage, responding to administrative needs for committee chairs and aiding in ordering office and other supplies as needed.

This is a 19-hour part-time position in a friendly environment. Salary is negotiable based on experience, skills and/or credentials. Applications must be received or postmarked by August 14.



Letters of application should be emailed to admin@stmarthasbethanybeach.org or sent to Parish Administrative Assistant Search, St. Martha's Episcopal Church, PO Box 1478, Bethany Beach, DE 19930.