

HIRING PARISH ADMINISTRATOR

St. Paul's Episcopal Church, 276 Church Street, Montrose, PA is hiring a Parish Administrator. The position description, which includes Job Qualifications/Knowledge/Skills and Abilities can be found on the church website, stpaulsmontrose@epix.net.

If questions call the church office at 570-278-2954.

Background Check: If hired, will have to pass standard background investigation to comply with church requirements.

Salary: Commensurate with job experience, skills, and qualifications.

Benefits: Dependent on final contract.

Hours: Part time position (19 hours per week to be coordinated with clergy.) At least two of the days must coincide with the Parish Priest's schedule.

Training: On the job training provided.

Resumes: Resumes due by Friday, July 31st to the St. Paul's parish office via email (stpaulsmontrose@epix.net) or during office hours.