



# St. Peter's Episcopal Church

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99 Sand Hill Road, South Windsor, CT 06074  
860-644-8548 • [www.stpeters-sw.org](http://www.stpeters-sw.org)

## Office Administrator Position Description

**Job Title:** Office Administrator

**Summary:** Established in 1962, St. Peter's Episcopal Church is a parish in the Episcopal Church in Connecticut (ECCT) located in South Windsor, CT, a community with a rich history made up of a diverse population. We are a family-size parish ranging in age from infant to elderly.

**Position Description:** The Office Administrator (hereinafter Administrator) performs tasks in service to the life and ministries of the parish, its staff and Commissions, and in support of other groups that utilize the building, where appropriate. The Administrator produces a variety of print and online publications, including, but not limited to, worship bulletins, weekly digital newsletter, volunteer schedules, and press releases; manages office supply inventory; maintains parish records in accordance with Diocesan Canons; works closely with the Rector, Priest-in-charge, or Senior Warden (hereinafter Parish Leader) to manage the operation of the parish, including facility management; coordinates and maintains the scheduling and usage of the parish building and grounds; responds to requests and correspondence; communicates with parishioners, vendors and contractors, and assists with, or has responsibility for, the planning and execution of parish events in collaboration with the Parish Leader; and performs other tasks as requested by Parish Leader.

**Position Type and Expected Hours of Work:** This is a part-time, non-exempt position. Hours are approximately 15-20 hours per week and may require flexibility from time to time.

**Travel:** As authorized by the Parish Leader in the exercising of duties.

### Qualifications:

- Experience in church settings and familiarity with Episcopal worship and polity is a plus but not required.
- Experience with organizing and maintaining an administrative office, including paper and digital files, document security, and office equipment.
- Strong verbal, written, and interpersonal communication; experience with confidential matters; and ability to facilitate organizational communication.
- Proficiency with Microsoft 360, Internet research, e-mail, and office equipment.
- Must have superior organization and collaborative skills and abilities.
- Demonstrable enthusiasm, flexibility, sense of humor, and empathy; ability to engage with the members of the congregation and public.
- Familiarity with social media platforms (Facebook, Instagram, Canva etc.) is a plus.
- Ability to take initiative and to meet deadlines.
- Ability to work with a parish of diverse personalities and differing opinions.
- Strong integrity, honesty, and confidentiality.

Please submit a cover letter and resume to [Rector@stpeters-sw.org](mailto:Rector@stpeters-sw.org), or mail to St. Peter's Episcopal Church, 99 Sand Hill Road, South Windsor, CT 06074. This posting will remain open until the position is filled. (Posted March 17, 2026)