

HIRING – Parish Administrator Position – Part Time

St. James Church
581 Valley Road
Montclair, NJ 07043

St. James' Church, Upper Montclair, N.J. is seeking an enthusiastic team player to provide administrative and office services to staff, congregation, committees and community partners to support the ministry and mission of St. James Church. Requirements include excellent communication skills, computer experience, and being a welcoming and responsive presence in the church office. The position is 3-4 days per week for a total of 15-18 hours weekly.

Submit resume to the Rev. Audrey Hassebrook: ahasselbrook@gmail.com.