

St. David's is seeking a part-time Receptionist. Strong candidates will enjoy welcoming parishioners and other visitors to our busy church, taking and forwarding telephone calls, and becoming familiar with our worship and programs. The successful candidate will learn several church software programs to assist in carrying out a variety of administrative duties and will enjoy a pleasant and supportive work environment.

The work schedule varies some but a typical schedule is listed below:
Monday, Thursday, Friday: 3 – 6 p.m.
Tuesday & Wednesday: 3 – 9 p.m.

Start date: Monday, August 1st.
Pay rate: \$12/hr

Please email a current resume that focuses on relevant skills and personal characteristics to Peter Hahn at peterh@stdave.org.