**PARISH OFFICE ADMINISTRATOR (Full Time (30 hours)) Church of the Ascension, Gaithersburg, MD**

Church of the Ascension seeks a full-time (30 hours) [Parish Office Administrator](https://www.columba.org/blog/parish-office-administrator/). This is an ideal opportunity for someone with strong organizational skills, people skills, and a desire to serve others. Must have a strong knowledge of Quick Books and be familiar with Realm. This person will report to the Rector and work closely with the Treasurer, Minister of Music, Sexton, and Wardens. Someone who speaks Spanish is strongly preferred. For a complete list of job responsibilities please go to <https://ascensionmd.org/parish-administration/> Please email cover letter and resume to [ocampoj@ascensionmd.org](mailto:ocampoj@ascensionmd.org).