



St. Stephen's
EPISCOPAL CHURCH
RICHMOND, VIRGINIA

Employment opportunity: Sexton (part-time)

St. Stephen's Episcopal Church in Richmond, Virginia is a large, vibrant church engaged in a broad range of ministries and activities for the parish and the larger community. Our sextons are key members of the church staff and work as a team to maintain and prepare our buildings and grounds for these activities. Their work is crucial to our ministry of hospitality.

We seek a person to join this dedicated team. The successful applicant will possess:

- Basic knowledge and skills with routine repairs and maintenance including painting, cleaning, plumbing, electrical, carpentry, as well as a workable knowledge of HVAC system controls.
- Ability to lift, at minimum, 50 to 75 pounds multiple times per day, as well as regular bending and climbing multiple size ladders daily.
- Ability to follow directions and complete tasks in a timely manner.
- Ability to make independent decisions.
- Ability to handle a variety of changing duties and assignments throughout the day.
- Ability to handle multiple maintenance repair projects.
- Ability to work flexible hours, including weekends and holidays.

Sextons report to the Director of Facilities and Operations.

An extensive description of responsibilities is available on the employment page of our website.

To apply, send an email with your resume to David Ellis, director of facilities and operations, dellis@ststephensRVA.org. The position is open until filled.

St. Stephen's Church is a community of hospitality, healing and hope, sharing the love of Christ.

6000 Grove Avenue Richmond, VA 23226 | 804.288.2867 | ststephensRVA.org