



**Sexton – Superintendent**  
Free Church of the Annunciation  
4505 S Claiborne Avenue  
New Orleans, LA 70125

The Free Church of the Annunciation in Broadmoor is seeking a sexton / superintendent to help us maintain and preserve the rich legacy that is our historic church property. The main priorities of this position will be:

- **ROUTINE MAINTENANCE:** In partnership with the clergy and parish administrator, develop and execute a regular schedule of routine maintenance for the building such as cleaning, groundskeeping, monitoring supply levels, household-type repairs.
- **FULFILLING TENANT REQUESTS:** This parish is also home to various local organizations. As such, this position will be the first line of interaction between the parish and the tenants.
- **COORDINATING OF OUTSIDE VENDORS:** For larger jobs, contact and coordinate work done with outside vendors (HVAC, Plumbers, Landscapers, Safety Inspectors, etc.)

Minimum qualifications:

- Working knowledge of how to complete household-type repairs
- Ability to work independently
- Ability to lift up to 75 pounds
- Flexible schedule and “Can-do” attitude
- High School Diploma or equivalent
- Completion of background check and Safe Church training, as appropriate for this position
- Previous experience with similar positions on church property a plus, but not required
- Willing to take on additional duties as assigned

Time Commitment: up to 20 hours per week including

- A TBD designated three/four-hour shift during the work week (M-F)
- Some evening/weekend work may be required. Every effort will be made to give advance notice of such times.
- Church attendance / membership not required
- Additional days off when the office is closed per parish schedule.

Salary: \$17.50 per hour

This job description is deliberately written broadly to allow for maximum flexibility. The Sexton/Superintendent will report to the Priest-in-Charge and will also work closely with the Parish Administrator and Junior Warden of the Parish. Please contact The Rev. David P Casey, OP, Priest-in-Charge, at [priest@annunciationepiscopal.com](mailto:priest@annunciationepiscopal.com) or (646-416-0218) to enquire about the position or receive an application. The Free Church of the Annunciation is an equal opportunity employer and will hire in compliance with the Episcopal Diocese of Louisiana’s Certification Requirements and Standards for Ministry with Children and Youth as laid out in Sections III and IV of Safeguarding God’s Children (<https://www.edola.org/wp-content/uploads/2021/07/EDOLA-2021-Safeguarding-Policy.pdf>).

Receiving names until position is filled. Interviews will be scheduled as names are received. Anticipated start date no later than October 1, 2022.