

Parish Administrative Assistant

St. Thomas Episcopal Parish is seeking an experienced, proactive Part-Time Administrative Assistant (AA) to support our ministry by managing daily operations and communications in close cooperation with the Priest-in-Charge, Parish Administrator and other church staff. This position requires an exceptional degree of professionalism and the ability to work in a complex environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the successful candidate will need confidence and proven organizational, financial, communication and interpersonal skills.

Duties and Responsibilities:

Reception

The AA is physically present at the parish reception desk to greet and direct visitors unless fulfilling other duties. If School staff are not immediately available, the AA may be called upon to answer or refer general questions about the school. The AA answers the telephone during office hours, screening, answering questions or forwarding calls to appropriate staff members.

Knowledge, Skills and Abilities

The church office currently uses the following software applications. While it is not expected that a candidate will be familiar with all of them already, the administrator will need to learn and become proficient quickly with appropriate training.

- Microsoft Word, Excel, Publisher, PowerPoint.
- Google Drive, Calendar, Docs, Meet
- ServiceU facility scheduling platform
- Zoom, YouTube and YouTube Studio
- Church Windows database management platform
- Constant Contact email marketing
- Facebook, Instagram
- Blackbaud web-hosting platform
- The AA should have some creativity and skill at desktop publishing and layout.
- The AA should have some familiarity and comfort with church operations, terminology, practice, etc.
- The AA must be able to prioritize multiple tasks and stay focused.
- The AA is frequently the first point of contact for visitors and members of the public as well as for current members, and as such must keep a professional and welcoming demeanor

Desired Education and Experience

Associate Degree in Business, Office Management, or Communications is desirable but not required.

2 years' minimum office or administrative experience.

Some Sunday's maybe required.