



PARISH SECRETARY (PART-TIME)

Hours

Monday through Thursday, from 9:00 AM to 3:00 PM (with some flexibility).

General Responsibilities

- Provide secretarial assistance to the Clergy and Staff
- Answer the telephone, route calls and take accurate messages.
- Provide gracious office hospitality, visitor assistance and general information.
- Prepare and produce service orders for all church worship services.
- Assist in the production, printing, and mailing of Parish communications.
- Maintain Parish records and oversee file maintenance.
- Maintain Parish activity calendar and coordinate event setups as needed.
- Monitor and order office supplies; able to lift 25 lbs.
- Handle outgoing/incoming mail, including deliveries, and monitor postage.
- Other responsibilities may be assigned from time to time.

Skill Set/Qualifications

- Experience with Microsoft Outlook, Publisher and Word.
- Familiarity with/or ability to learn the church database program (ACS/Realm).
- Strong interpersonal, communication, and organizational skills are essential.
- Strong detail orientation is essential.
- Positive attitude and disposition and dependable in time and on tasks.
- Ability to work collaboratively in a fast-paced, dynamic work environment.
- Commitment to confidentiality.
- Salary is \$17.50 an hour.