

Part-time Parish Secretary (19 Hours/week)

Job Description:

Under the supervision of the Priest in Charge, the Parish Secretary provides general office support to the parish, the staff, and the congregation and committees to support the ministry and mission of St. Barnabas Episcopal Church. The work includes, but is not limited to, data and records management, phone and email support, preparation and distribution of parish communications, and general office receptionist duties.

Essential Duties:

- Serves as welcoming and responsive presence in church office, on phone, in person, and electronically
- Prepares weekly worship bulletin, parish newsletter, parish calendar, and assists Priest in Charge with weekly e-news.
- Keeps accurate membership records and all parish records in Servant Keeper software
- Enters donations weekly in Servant Keeper software
- Pays all bills using QuickBooks software
- Sorts incoming mail and sends parish mailings
- Prepares Annual Report and other reports and communication as needed
- Orders all office supplies
- Makes bank deposits
- Maintains high degree of confidentiality

Job Requirements:

- High School Degree
- Minimum 2 years experience as secretary or admin assistant
- Experience in church or other ministry setting preferred
- Proficient with MS Office, including MS Publisher; Ability to learn new programs
- Demonstrated organizational skills
- Trustworthiness, reliability, willingness to maintain confidentiality and the ability to complete routine and delegated assignments in a timely matter are essential.
- Must pass required background check

Salary:

\$13.25/Hour, 19 hours a week.

To Apply:

Send a resume and cover letter to mmhsbarnabas@att.net.

8/12/2020