

PARISH SECRETARY
Emmanuel Episcopal Church, Webster Groves, MO

This position will work with the clergy and staff in overseeing the business affairs of the church and requires strong organizational and professional communication skills, proficiency in basic computer programs and social media, collaboration and contact with diverse groups of people, and the ability to maintain confidentiality. The Parish Secretary reports to the Rector.

This position is temporary and part-time, 15 hours per week, 9:00 am to noon, Monday through Friday. Start date is Feb 1 and will go for three (3) months, to be reassessed and possibly extended. The pay range is \$15 to \$18 per hour depending on qualifications and experience.

Position Responsibilities: Oversee the function of the parish office, including:

- Respond to phone calls, emails, visitors, or maintenance contractors directed to the parish office.
- Distribute incoming mail to clergy and staff
- Provide support in preparation of materials for worship (bulletins, leaflets, handouts, etc.)
- Assist with and oversee scheduling of volunteers (worship, pastoral care, special events, etc.)
- Assist with event planning
- Assist the tracking and recording of sacramental information in the proper registers.
- Provide support in the preparation and sending of the weekly newsletter, Annual Report, and other communications via mail, e-mail, and social media as needed.
- Work with online calendar admins to keep the parish calendar updated
- Maintain records of key holders, lay ministry licensing, and Safeguarding God's People certificates
- Other duties may be assigned from time to time.

Qualifications:

- Experience in office management, especially church office management.
- Proficiency in Word, Excel, Google docs/numbers, and Zoom.
- Familiarity with YouTube and other social media tracking, website updating, Canva, and Servant Keeper.
- Excellence in communications and hospitality on the phone and with visitors to the building.
- Ability to multi-task.

Please contact the Rev. Dr. Valori Mulvey Sherer to apply:
vmsherer@emmanuelepiscopal.org