

Position Description

Part time Parish Secretary/Administrator, Christ Episcopal Church, Rolla

RESPONSIBILITIES:

- Greets and assists visitors and callers, answering questions and referring them as necessary to the appropriate party for additional assistance.
- Performs secretarial work for clergy and parish leadership.
- Manages the church's email account, composing, responding to, or forwarding messages as necessary, and retaining organized records of email correspondence.
- Manages the church's contacts lists, updating and distributing them as necessary.
- Collects and distributes incoming mail, and posts outgoing mail.
- Monitors inventory of office and cleaning supplies. Makes purchases online or in person as necessary.
- Tracks data on church operations, and manages a variety of office procedures.
- Formats, copies, prints, and scans a variety of documents, and maintains organized digital records.
- Maintains the church's master calendar.
- Exercises discretion at all times and respects confidentiality.

REQUIREMENTS:

Knowledge

- Must have standard business English, including correct vocabulary, grammar, and punctuation.
- Must be comfortable with standard computer applications, including Windows OS; Microsoft Word, Excel, and Outlook; and standard Google application, including Gmail, Contacts, and Calendars.
- Must be familiar with the use and management of online databases.
- Must be comfortable with the operation of standard office equipment, including business phones and copiers.
- Preferred candidate will be familiar with church services and operations.

Skills

- Ability to carry out oral and written instructions accurately and with minimal direction
- Excellent written and oral communication skills
- Ability to establish and maintain cooperative and effective working relationships
- Ability to respond to others with tact, courtesy, and discretion
- Attention to detail
- Ability to set priorities, adjust as necessary, and respond effectively to urgent or emergency situations as they arise

ACCOUNTABILITY:

- Reports to the rector.
- May work for rector, deacon, vestry, and ministry leaders.
- Completes required diocesan training programs in a timely manner.

EDUCATION AND EXPERIENCE:

- Position requires a high school degree.
- Willing to train individuals who have the necessary skills and disposition.

Contact: Rev. Dr. Mary J. Korte, Rector, mjkorte4175@gmail.com, 316-303-4175