

PART-TIME OFFICE ADMINISTRATOR

Trinity Episcopal Church
249 Danielson Pike
N. Scituate, RI 02857

JOB DESCRIPTION

The primary task of the office administrator is to provide support to the rector. The successful candidate will oversee the day-to-day activities in the parish office, including communicating with the Diocesan offices, community organizations, and vendors.

QUALIFICATIONS

The applicant should be energetic, engaging, capable of taking direction, and working independently. Excellent organizational, communication, and professional people skills required. Attention to detail, proficiency in Microsoft Word/Excel, and Microsoft Publisher, helpful. Successful candidate should possess a willingness to learn church-based computer applications and database maintenance.

OFFICE ADMINISTRATION:

Administrator will be responsible for: attending to phone and email messages; disseminating messages and mail as appropriate; general filing; ordering office and general supplies; providing general office support to Sunday school, Finance Office, and various Committee Chairs. Maintenance of office equipment; and updating/printing bulletins and inserts for all services, including weekly mailings via social media and US Mail.

GENERAL DUTIES:

Administrator will be responsible for compiling, copying, and filing of monthly vestry packages and annual parish reports; updating social media information; updating parish directory and database; management of facility keys and key fobs; mailing of pledge cards and financial statements; and scheduling and processing facility rentals, room availability and reservations. Other duties as may be assigned.

Hours: Approximately 16 hours/per week. Flexible summer hours.

SALARY: Commensurate with experience.

Interested Applicants may contact The Rev. Johanna Marcure by calling the church office at (401) 647-2322 or via email at rector.trinitynorthscituate@gmail.com.