ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Applications due: March 26, 2021
Title: Parish Administrative Assistant
Reports to: The Rev. Eric L. Miller, Rector, Ascension & Holy Episcopal Church
Hours: Monday-Friday, 9:00am-1:00pm
Compensation: $15/hr. (with eligibility for increase after 90 days)
Status: Regular part-time; non-exempt

Position Summary
Provides administrative support to the Rector, relieving him/her of as much administrative detail as possible. Conducts day-to-day business affairs of the parish in a professional, ethical, efficient, and organized manner. Oversees work performed by cleaning contractor.

Essential Duties
ADMINISTRATION
- Handles mail, voicemail, and email messages.
- Screens and responds to phone calls.
- Designs and produces worship bulletins for weekly Sunday services, funerals, and other special services.
- Manages annual office supply budget.
- Maintains organized filing system (paper and electronic), including data required by Diocese of Southern Ohio.
- Maintains office equipment and orders supplies, as needed.
- Provides limited office support to parish commissions and committees (mailing labels, envelopes, stamps, etc.).
- Performs weekly backup of computer files.

RECEPTION/HOSPITALITY
- Greets parishioners, contractors, guests, and visitors in a friendly, courteous manner.
- Interfaces productively with Preschool staff and parents.
- Maintains neatness of Worthington Ave. entryway and coffee station.

FACILITY/BUILDING MANAGEMENT
- Performs daily walk of facilities, noting security issues, burned-out light bulbs, smoke alarm battery needs, etc.
- Interacts with service technicians and contractors while they are on-site.
- Interfaces with outside groups using A&HT facilities.

Knowledge, Skills, Abilities
- Proficient in Microsoft Office components (especially Word, Excel, Publisher, and Power Point), as well as Dropbox and Adobe Acrobat. Familiarity with NitroPro, Signup Genius, Constant Contact, and Servant Keeper is a plus.
• Ability to type 45-60 wpm.
• Ability to operate multi-line/multi-function phone system and multi-function printer/copier.
• Strong proofreading, spelling, and grammar skills.
• Ability to manage multiple priorities concurrently.
• Effective communication and hospitality skills.
• Proven track record of maintaining confidentiality regarding people and information.
• Experience with supply procurement, including researching vendor prices and negotiating costs.
• Welcoming disposition and a willingness to accept and serve all who come to Ascension & Holy Trinity.
• Also a plus: Familiarity with Episcopal Church operations, structure, and Book of Common Prayer.
• Able to lift 40 lbs.
• Must pass background check to comply with church requirements.

Note: This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted at any time.

To apply, send a resume and cover letter detailing your interpersonal communication strengths and experience to rector@ascensionholytrinity.com or via U.S. Mail to: The Rev. Eric L. Miller, Ascension & Holy Trinity Episcopal Church, 334 Burns Avenue, Wyoming, Ohio 45215.

Ascension & Holy Trinity Episcopal Church is an equal opportunity employer.