Job Description

Title: Administrative Assistant

Reports to: Parish Administrator

Position Summary:

Provide administrative support to the clergy and Parish Administrator. This position is part-time and capped at 16-20 hours per week.

Responsibilities include, but are not limited to:

- Answer phone, route calls, assist with occasional phone system maintenance, and schedule clergy appointments
- Help maintain the resource room by ordering supplies, unpacking shipments, organizing
- Schedule programs and meetings using software such as Zoom, Facebook, and YouTube
- Assist with weekly bulletin production
  - Add prayers of the people names
  - Add names for birthdays
  - Manage print job
  - Put inserts in bulletins
- Proofread bulletin
- Assist with church mailings
- Attend staff meetings
- Other duties as directed

Minimum Qualifications:

- Proficient in Microsoft office products and social media apps
- Strong attention to detail
- Knowledge of church software ACS (or similar church management software) and InDesign a plus

Candidates should send a letter of interest and resume to marianne@ssechurch.org