

St. Paul's Episcopal Church, Evansville, IN, is seeking a Parish Administrative Assistant to join their ministry team!

We are seeking someone who is:

- Highly-organized and detail-oriented
- A self-starter who manages priorities and time wisely
- Welcoming both in person, on the phone, and through electronic communication
- A person who maintains confidentiality due to the sensitive pastoral nature of the job
- Knowledgeable of basic graphic design
- Competent in basic word processing, office skills, and updating social media and web presence

Salary commensurate with experience and skills.

Skills Required

Minimum of two years experience as Administrative Assistant

Knowledge of office machines; copier (with finishing options), fax, calculator

Proficient computer skills using MS Office Suite (Word, Excel required); Google Mail

Basic knowledge and understanding of Social Media

Basic graphic design

Will be trained in parish software

Knowledge of Episcopal liturgy and traditions helpful

Office Operations Required Functions

Daily:

Open/sort postal mail

Open/respond to emails

Answer phones/check phone messages and respond

Prepare correspondence, etc. as directed

Weekly:

Prepare, copy, and collate two different Sunday bulletins

Format and send weekly newsletter via email

Email to webmaster for posting

Prepare appropriate versions of large print Prayers of the People for intercessor's binder used on Sunday

Track names for various prayer list, sickness, birthdays, anniversaries of marriage and death

Email reminder with readings and prayers to lectors

Open and close sanctuary daily

Maintain Master Calendar of parish services and events, building usage, space rental events, etc. as needed

Maintain database of email contacts/mailling lists, as needed

Monthly:

Prepare and distribute via email worship servers' schedules (acolytes, lay readers, etc)

Print and distribute

Send to webmaster for website

Order supplies as needed for office, worship, and facility

Occasionally:

Prepare letters of verification of Baptism, and Letters of Transfer as requested

Prepare baptismal certificates

Enter baptism/confirmations etc. in parish register

Maintain records of memorial donations, send acknowledgments to donors, notify family

Other duties as needed

To apply, please send a letter of interest and resume to The Rev. Holly Rankin Zaher at TheRevHRZ@gmail.com by April 2.

St. Paul's Episcopal Church does not discriminate in hiring on grounds of age, race, gender, sexual orientation, marital status, or disability.