

**VACANCY ANNOUNCEMENT**  
**St. Thomas of Canterbury Episcopal Church**  
**and Campus Ministry**  
**425 University Boulevard NE**  
**Albuquerque NM 87106**

**Position: Part-Time Rector's Administrative Assistant**  
**(3days/wk; 5 hrs/day) Salary: up to \$15.00/hr.**  
**Application Deadline: August 15, 2018**

**Position Overview:**

This position represents the hub for parish coordination, communication and activity. The primary responsibility is to assist the rector in the administration of the church office, including website and calendar updates. It requires a flexible individual with a pleasant demeanor who is not easily distracted and able to multi-task. We need a commitment for at least two years, and coordinating social media accounts is a plus.

**Representative Duties:**

- Answer telephone and email messages
- Prepare service bulletins for Sunday services, weddings, and funerals
- Send weekly email newsletter (Robly) to membership
- Maintain master facilities use calendar
- Coordinate use of our parking lot
- Update parish website
- Notify Building & Grounds Committee relative to maintenance/repair issues
- Maintain record book for all baptisms, weddings, and funerals
- Distribute Hildegard Center application and policies to interested individuals
- Yearly duties, such as: record/prepare Annual Meeting Report; help prepare annual Parochial Report, Print/prepare Christmas/Easter mailings
- Other duties as assigned

**Qualification Requirements:**

**Mandatory**

The successful applicant must be a high school graduate or equivalent and have at least two years of progressively responsible clerical or administrative experience, with the ability to work well with others and interact effectively and appropriately with the parishioners and the public. The position requires strong attention to detail and the ability to work well under pressure. Applicants must possess excellent computer skills and the ability to work with Microsoft Suite, Robly, Weebly, Facebook and Twitter.

**TO APPLY:**

Please submit the following items:

- A cover letter expressing your interest in this position
- A detailed resume that includes a full educational and professional background

**Completed application packages should be emailed to;**

The Reverend Ted Curtis

[interimted@gmail.com](mailto:interimted@gmail.com)

**Please contact Ted if you have questions about this job description.**

**Information for Applicants:**

St. Thomas of Canterbury Episcopal Church and Campus Ministry is an Equal Opportunity Employer. This position is not eligible for retirement, health insurance and leave benefits. Employment at St. Thomas is on an “at will” basis. The successful applicant will be expected to adhere to the policies in St. Thomas’ Lay Employee Personnel Manual (which is available for inspection in the church office). Applicants must be United States citizens. The successful applicant will be hired on probation pending the successful completion of a criminal background check required by the Episcopal Diocese of the Rio Grande.