

ST. PETER'S EPISCOPAL CHURCH
CARSON CITY, NEVADA

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

This position supports the day to day business operations of the parish and provides direct support to the Rector, Vestry, Treasurer, Finance Chair/committee and other members of the parish. This part time position of 18 hours weekly, Tuesday through Friday 9am to 1:30 pm, requires good organizational skills, computer proficiency and excellent interpersonal skills. In addition, confidentiality is paramount. Flexibility is needed to manage transitions from task to task effectively. The position reports directly to the Rector. After a 90- day probationary period, a performance review will be conducted by the Rector and Vestry representatives(s). Thereafter, the review will be annual, conducted by the above.

DUTIES:

- Provide secretarial support to the Rector and other tasks as requested
- Administrative:
 - Prepare and make weekly bank deposit
 - Accounts payable
 - Payroll (online with ADP)
 - Interact with parish Treasurer and Finance chair/committee
 - Mail/correspondence: sort and respond as appropriate/directed
 - Maintain bulletin boards
 - Complete and file Annual report and others as necessary
 - Maintain petty cash and discretionary account
 - Maintain Key registry, facility key box and all security codes
 - Oversee weekly cleaning and general maintenance services
- Bulletins for Sunday Service and others as needed: Maintain names for the prayer list on weekly/monthly basis and update regularly. List lay readers and other information appropriate for the weekly bulletin. Process bulletin in designated format, make copies, fold and deliver
- Manage the website using WordPress, Facebook account, and twice-monthly newsletter builder using Constant Contact
- Calendar and lay schedule: Prepare monthly schedules and facility use as directed
- Answer phones: Take and deliver messages, respond as directed
- Receive visitors: A warm and welcoming presence is needed at all times
- Maintain office equipment and supplies: Operate, clean routinely, contact vendor(s) for service. Order supplies to maintain appropriate inventory for office and kitchen
- Maintain all files/records and database of parishioners
- Maintain a functional system of communications with the Rector, Treasurer, Finance chair, Vestry, parishioners, the community and facility needs
- Other duties/tasks as assigned

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