

St. Philip's Episcopal Church
342 East Wood Street
Palatine, IL 60067

Job Summary

The Administrative Assistant coordinates communications between and among staff, parishioners, vendors and the Episcopal Diocese of Chicago. The position reports to the Rector and serves the St. Philips's Episcopal Church Parish.

Administrative Duties

- Answer phone calls
- Handle all office matters
- Process incoming/outgoing mail
- Maintain church calendars
- Assist with quarterly and annual reports
- File, fax, type, copy, collate, etc.
- Place vendor orders

Skills/Qualifications

- Proficiency in MS Office (Word, Excel, Publisher) & Google docs
- Excellent customer service, written/verbal communication skills
- Self-directed & detail oriented
- Works well with minimal supervision
- Fast learner
- Mature individual

Details

- Part time: 3-4 hours per day, 12-16 hours per week
- Must be available Tuesday & Wednesday mornings
- Monday, Thursday & Friday are flexible

Note: While experience with the Episcopal Church is not a requirement, candidate should have an understanding of or willingness to learn and work within the Episcopal liturgical setting.

For more information please contact:

parish@stphilipspalatine.org

847-358-0615