** CHURCH OF THE HOLY FAMILY**

**Job Title:** *Administrative Assistant*

**Reports to:** Parish*Rector*

**Effective Date:** *Revised January 2024*

**Status***: Part-time/hourly 12-16 hours per week (May occasionally be required to work additional hours.)*

**Job Summary:**

*The Administrative Assistant provides overall support and coordination related to the parish office and to the ministry of Church of the Holy Family This position serves as direct assistant to the Rector (Pastor) or the interim or wardens in the absence of the rector.*

**Duties/Responsibilities:**

* *General Administration*
	+ Provide support to the Rector including general administrative tasks, research, interfacing with vendors and communication with parishioners.
	+ Maintain and update the Master Calendar in *Google Calendar* or related software with all ministries, events, and activities of the church. Work with the Rector to coordinate requests from internal and external church groups.
	+ Establish and maintain updated files as well as past and archived files of documents essential to parish business.
	+ Prepare service bulletins: developing, copying, and folding.
	+ Formatting, editing, preparing, and distributing weekly *I-Announcements*.
	+ Maintain updated parish directory; distribute updated directory annually.
	+ Post all deposits to pledge accounts; send quarterly e-mail requests for corrections/updates; prepare hard copies as requested.
	+ Enter all invoices into *QuickBooks Online.*
	+ Answer office phones; announce callers as appropriate; take messages and forward as appropriate. Update answering machine message when necessary.
	+ Respond to initial communications related to space use and donations. Refer space use requests to appropriate ministry leader.
	+ Assist with social media submissions as required.
	+ Maintain a friendly, professional presence to greet all who arrive at Church of the Holy Family. Be supportive and welcoming to volunteers.
	+ Complete and submit bi-weekly timesheet.
* *Building and Office Maintenance*
	+ Maintain all office equipment in working order. Interface with repair and maintenance vendors as necessary.
	+ Order and purchase supplies for stock room and building as necessary.
* *Perform other duties and projects as assigned*

**Required Skills and Abilities:**

* Excellent verbal and written communication skills
* Excellent interpersonal and customer service skills
* Excellent organizational skills, attention to detail and ability to prioritize tasks
* Proficiency with Microsoft Office Suite or related software, especially MS Word, Publisher, Excel, and PowerPoint; proficiency with Canva or related graphic software preferred
* Excellent time management skills with a proven ability to meet deadlines
* Knowledge of web and social network communications
* Familiarity with liturgical worship desired but not required

**Education and Experience:**

* High school diploma or equivalent
* Minimum two years related experience

**Physical Requirements:**

* Prolonged periods of sitting at a desk and working on a computer
* Must be able to lift up to 15 pounds occasionally

*rev: 1/2024*