POSITION DESCRIPTION

Job Title: Administrative Assistant & Database Coordinator

Reports to: Chief Operating Officer (COO)

Directly Supervises: N/A

Position Status: Part Time

Effective Date: July 1, 2024

Pay Rate: $22.00/hr

Job Summary
The Administrative Assistant position works closely with the Rector and Chief Operating Officer in assisting with the ministry of St. Chrysostom’s Church & Day School by performing key office and communication tasks. Position is Tuesday, Wednesday, and Thursday, 9am – 4:30pm.

Essential Functions:
• Assists in maintaining, sorting, updating, and modernizing parish membership database, including the ability to sort, run reports, and other tasks as assigned. (40%)
• Greets parishioners and visitors to the campus and directs them to the appropriate office or room, assists them with inquiries, and provides requested information. Strategically assesses the proper assistance that is needed so that needs are addressed in a timely and efficient manner. (15%)
• Assists Rector and COO in coordinating volunteers and maintaining events and spaces calendar. (15%)
• Answers the Church’s main phone line, responds to general Church related inquiries; transfers all other calls to the appropriate party. (10%)
• Prepares letters, proposals, conducts research, undertakes unique projects, distributes mail, and organizes periodic reports as requested. (10%)
• Reorders and restocks office supplies as directed by the Rector and COO (5%)
• Assists the Communications Officer in copy machine projects. (5%)

Other Responsibilities:
• Handles sensitive information confidentially with a high degree of discretion.
• Performs work in an efficient and effective manner.
• Performs small tasks as requested by office leadership.

Minimum Qualifications:
• Self-motivated, prompt, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
• Strong computer skills with proficiency in Microsoft Office Suite.
• Ability to accept responsibility and maintain confidentiality regarding intra-office communications.
• Friendly, courteous demeanor and the ability to communicate effectively, both verbally and in writing.