

ST. GEORGE GREEK ORTHODOX CHURCH

Title: **Administrative Assistant**
Reports to: **Parish Priest**
Date: **04-26-2024**

Summary

Under the direct supervision of the Parish Priest, this part-time, in-person, position provides administrative support to the priest and the Parish Council (Church Board) to advance the work and ministry of the local parish of St. George and the Orthodox Christian Faith. Work includes, but is not limited to: office and personal coordination; editing publications; building maintenance and supervision; some copy and content writing; filing; scheduling; financial record keeping; bulk mailing assembly and coordination; and other special projects. The admin works independently a majority of the time (70%), the remaining time includes working with a diverse group of parishioners, vendors, callers, and visitors. Independent judgment is required to plan, prioritize, and organize a diverse workload.

Requirements:

- Proficient computer skills in Microsoft Word, Publisher, Excel, and Google programs
- Attention to deadlines and time management
- High degree of organization and attention to detail
- General understanding of office procedures
- Professional commitment to confidentiality and discretion
- Ability to establish and maintain positive rapport with a wide variety of people
- Ability to work independently, self-start, and problem-solve
- Excellent verbal and written communication skills
- Working knowledge of the Orthodox faith, sacraments, and liturgical calendar (*preferred*)

Working Conditions/Physical demands

- 20-30 hours per week in person in the church office
- Limited, reimbursed local travel within the metro area
- Interact with a range of personalities and diverse individuals
- Ability to lift up to 25 lbs.
- Sitting for extended periods of time

Compensation

- Based on experience, \$20-22 per hour

Please submit resumes to info@stgeorgegoc.org with the subject line: **Administrative Assistant**. Thank you.