



9077 Atlee Road, Mechanicsville, VA 23116

(804) 559-9302 allsoulsva.org

The Reverend Katherine Dougherty - Vicar

Church Administrative Assistant Position: All Souls Episcopal Church, Mechanicsville, VA

Located northeast of Richmond, VA, *All Souls Episcopal Church* is a part of the Episcopal Diocese of Virginia and The Episcopal Church. All Souls is a welcoming and thriving congregation on the western side of Mechanicsville who is deeply rooted in our faith and desire to serve the community through numerous outreach projects. Our mission is *Together We: Respond to God, Love Each Other, and Serve in Faith*. For a glimpse into who we are as an Episcopal community, visit our website at allsoulsva.org.

Position: Church Administrative Assistant

Position Description: The Church Administrative Assistant works closely with the Vicar (minister of the church) to manage daily operations of the church including office management and organization, creating of, and printing the weekly service bulletin, registrar and record keeping, and other tasks as deemed appropriate and necessary by the Vicar.

Hours and Compensation:

This part-time position begins at 10 hours a week, at the rate of \$16-17/hr. It includes two weeks of paid vacation per year and can be flexible in the scheduling of workdays and hours.

Qualifications:

Education:

High School, B.A. or higher

Experience:

Some experience in ministry or working in a church, whether paid or unpaid is useful but not required. Knowledge of and comfort with online platforms necessary.

Skills:

- Strong organizational skills
- Strong oral, written, verbal, and interpersonal skills
- Strong integrity, honesty, reliability, and confidentiality
- Knowledge and/or experience with the Episcopal Church is helpful
- Excellent people skills with an ability to collaborate with a pastoral perspective
- Working knowledge of Microsoft Office, online resources such as Constant Contact, Google docs, and Rite Song Music Library, social media, website, and the ability to utilize a copier to print materials for the church
- Ability to take initiative, make decisions, and meet deadlines
- Ability to be flexible

If interested in the position, please send resume to revkdougherty@gmail.com