



Church of Our Saviour

Episcopal

1165 E. Rio Road | 434.973.6512 tel
Charlottesville, VA 22901 | www.coosonline.org

Administrative Assistant Position

Church of Our Saviour is seeking an enthusiastic person to provide various administrative services and support to the clergy, staff, ministry coordinators and parishioners. We are looking to fill the position no later than mid-August 2024 so applications will be considered on a rolling basis.

HOURS: 28 hours/week, Monday through Friday between 9:00am and 6:00pm with flexibility in setting schedule initially; no evenings or weekends expected.

SALARY & BENEFITS: Range will be \$26,000 - \$32,000 annually with pension; annual vacation and personal leave; supportive and energized work environment

RESPONSIBILITIES:

In the church office.

- Coordinates communication and worship details for Sunday services.
- Prepares all service bulletins and other publications as required.
- Maintains welcoming church office atmosphere. Answers telephone and handles telephone inquiries. Greets visitors.
- Disseminates information to clergy, staff, and ministry coordinators as needed.
- Collects and sorts mail; prepares mailings/composes and produces routine correspondence.
- Maintains current membership information (e.g. Church Windows – digital database) and all church records (e.g. Church Registry – physical ledgers)
- Maintains membership database and online membership directory.
- Compiles and prepares statistical and other special reports for staff or Diocese as needed.
- Works with ministry coordinators to keep current ministry volunteer lists.
- Monitors office supply inventory and relevant budget accounts.
- Coordinates volunteers for miscellaneous office activities.
- Works with Associate Rector to address tasks related to newcomers / new members.
- Manages LEM and LEV licenses.
- Attends church ministry meetings as necessary.

Other

Attends staff meetings. Participates in additional training as needed. Helps set up for meetings as needed.
Runs errands outside the office as needed.

Qualifications:

- Must like people and enjoy working in a busy office setting.
- Be able to handle multiple tasks and frequent interruptions.
- Be detail oriented.
- Familiarity with Microsoft Office programs, Google Workspace, database applications, social media. Experience with graphic design programs like Canva or Adobe Creative a plus.
- Experience in a church office preferred – familiarity with The Episcopal Church a plus.
- Completion of a successful background check.

Interested persons should contact Eric Henkel at eric@coosville.org with resume and letter of interest.