

Parish Secretary

Salaried, 12 hrs/week

St. Alban's, The Episcopal Church in Arlington

as of: Wednesday, May 5, 2021

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Part Time

- \$9360 annually (\$15/hr) / paid twice per month (1st and 15th) via direct deposit.
- Two weeks vacation (To be coordinated with the supervisor; not during church preparation intense seasons (i.e., leading up to Easter, Christmas, etc.).
- Three days / week, work hours negotiable / flexible.

Competencies

- A working familiarity with the Episcopal Church or willingness to learn the basic terminology, organizational systems, and operational methods of
- Working knowledge and experience with Microsoft Office software.
- Ability to utilize and manage files on Google Drive.
- Experience with office settings, computers, copy machines and other office equipment.
- Organizational skills to manage multiple tasks and communications with attention to detail.
- Interpersonal skills that demonstrate an ability to work in a team environment.
- Strong written and oral communication skills.
- Self-starter with an ability to work independently, practice critical thinking, and make independent judgements.
- Discrete in communications; practices appropriate confidentiality.
- Ability to organize, motivate, and oversee a volunteer cadre of office helpers.

Tasks (P = direct work by paid employee; V = to be done by volunteer, coordinated by employee)

Office / Reception

- V: Greets visitors to the office. Sees to their needs and provides assistance required/ requested, within reason
- P: Orders/maintains office and administrative supplies, to include liaising with the theater for copy machine usage
- P: Facilitates office procedures/updates
- P: Troubleshoots and maintain office machines
- P: Submits budget requests pertaining to office operations
- P: Oversees the office administration budget

Records Keeping

- P: Maintains an accurate and updated database of member records and statistical records for the church, including membership, baptisms, marriages, membership transfers, household forms, etc. in both electronic and paper formats.
- V: Identifies and ensures training and checks are completed for those who need Safeguarding and background checks; Monitors and maintains accurate records of Safeguarding and background checks, especially those of paid staff;

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- P: Prepares and maintains annual reports, minutes from church meetings, and other special projects as directed by the pastoral staff and wardens

Personnel and Finance

- P: Oversees nursery worker
- P: Coordinates with the parish bookkeeper and accountant to accurately receive and disburse finances, including payroll
- P: Coordinates for and supervises office volunteers
- P: Ensures timely and accurate completion and maintenance of personnel records, to include IRS documentation, Safeguarding, and background checks, etc.

Ministry Coordination

- V: Monitors the pastoral needs of the parish and coordinates pastoral assignments with the pastors, LEVs, and hospital visitors.
- P: Coordinates with the theater for space, as needed.
- P: Coordinates for supply priests, as needed.

Communications

- V: Handles church mail, both outgoing and incoming.
- V: Prepares, duplicates and folds bulletins, newsletters, and other correspondence and handouts
- V: Prepares and mails newcomer letters
- V: Orders nametags
- V: Files correspondence, reports, and other documentation in appropriate church files
- V: Maintains the church calendar of events so that it is current
- V: Makes copies and assists ministries and staff with administrative requests
- V: Collects and distributes announcements and other communications, as needed
- V: Receives, screens, and directs incoming calls. Takes messages when appropriate and distributes in a timely manner

Supervision / Evaluation

- Supervisor: Parish Rector
- Review Method: SMART goals developed by the employee in conversation with the supervisor. Reviewed each six months.