

Buck Mountain Episcopal Church
Administrative Assistant for Communications
Position Description

16-20 hours per week. Reports to Vicar (priest in charge).

Required Skills:

Must have High School Diploma or GED.

Must have experience with Microsoft Office, including Word, Excel, PowerPoint.

Must have Basic Social Media experience posting approved content and pictures, familiarity with WordPress or ability to learn its use quickly, and ability to work with graphics.

Must possess good telephone and communication skills.

Must be pleasant, discreet, tactful, and capable of honoring confidential communications.

Must have excellent organizational skills.

Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.

Preferred Skills:

Some college coursework preferred.

Prefer candidate with the ability to keep bulletin boards, printed handouts, and signage up to date.

Perform general office work, under the supervision of the Priest and cooperation with the other staff.

Exposure to church administration helpful, but not necessary.

Responsibilities:

Answer phones in a professional manner, providing answers when possible, and transferring calls or taking messages when needed.

Exercise tact, courtesy, confidentiality, and diplomacy in receiving callers, in-person or by telephone.

Greet guests in the office and direct them appropriately.

Keep church staff informed of members' needs, such as deaths, illness, and other crises.

Keep social media and church website content up to date.

Type correspondence or other documents as needed; prepare routine letters (e.g., stewardship) and documents as needed/requested; use word processing equipment as required.

Order materials or supplies; pick up supplies as needed.

Maintain church mailing list and directory.

Schedule the use of church buildings (as directed by the Priest).

Perform other duties as assigned by the Priest.

How to Apply:

Send your resume to: BuckMountainEpiscopal@gmail.com Please ensure your resume has a current phone number. Upon completion of resume reviews, we will contact you for an interview. Thank you for your interest in this position.