St. Paul's Episcopal Church, Natick MA
39 E Central Street, Natick, MA

Seeking Administrative Assistant
10 hours a week

Candidate Qualifications

- Strong organizational skills
- Efficient and quick to learn
- Takes initiative and works well collaboratively
- Knows how to use G-suite, databases, Microsoft Office, MailChimp, and Wordpress.

Tasks included in a 10-hour a week position

- Check church mail, email, and phone messages, forwarding and responding as needed.
- Assist in creating, preparing, and printing worship guides for Sunday morning worship.
- Assist Lay Associate with communication tasks (weekly email and website) with Lay Associate designing our communications and Administrative Assistant is available for proofreading, plugging content in, printing, or sending as needed.
- Making copies, sending mailings, assembling materials/packets as needed
- Keep track of contracts with renters, copying machine companies, insurance companies, and utilities, forwarding all billing needs to our Bookkeeper.
- Inventory and Ordering of office and cleaning supplies within budget.
- Schedule cleaners, repair technicians, and renters as needed, as well as scheduling the staff or volunteers who will be here to greet the above.
- Complete other office tasks as assigned by Rector.
- Work at least 8 of the 10 hours each week at 39 E Central Street, Natick, MA unless temporary circumstances require remote work. Schedule to be worked out with the Supervisor (Rector).

We offer

- Hourly wage of $25.
- Flexible scheduling in consultation with the Rector, acknowledging that this is a quarter time job and the administrative assistant may need to work around other employment and realities.
- A warm, supportive, and collaborative work environment.

St. Paul's Episcopal Church in the Episcopal Diocese of Massachusetts is an Equal Opportunity Employer. As the body of Christ in the world, the Church strives to ensure that those working on our church staff reflect the diversity of the community we serve. St. Paul's encourages applicants from a broad spectrum of backgrounds to apply for positions.

Please send resume and cover letter to the rector at becky.binns@stpaulsnatick.org