



Office Assistant
St. Mary's Episcopal Church, Barnstable, MA
Job Description

This is a part-time, non-exempt, hourly-rate position 15 hours weekly (Mon-Fri) and is responsible and accountable for main parish office coverage and directly supports the parish administrator for St Mary's. Starting rate of pay is \$18/hour and does not qualify for benefits.

Key responsibilities include:

- Create and maintain a warm, welcoming, orderly atmosphere for all who call or visit the church
- Oversee and maintain office volunteer schedules and training on phones and related office equipment
- Retrieve and sort daily incoming mail
- Monitor and order office, building and custodial supplies
- Keep information at the Front Desk up to date
- Manage main phone line and outgoing messages
- Assist Parish administrator with worship bulletins & related materials
- Maintain and prepare weekly prayer list and prayers of the people
- Keep updated parishioner contacts using ACS Realm database
- Monitor facility use requests and keep up to date records

Qualifications:

Office software skills, Internet research abilities and strong communication skills are required. Experience in a church office or ministry is a plus; Proficient in Microsoft Word and Excel; Effective communications skills, both verbal and written; Basic knowledge of computer / printer / copier systems and when to seek assistance; Knowledge of Dropbox; Organizational skills. Minimum of 2 to 3 years of office experience preferred.

Send Cover letter and resumé to Julie Remie, Parish Administrator at Julie.remie@stmarysbarnstable.org or mail to P O Box 395, Barnstable MA 02630.

No phone inquiries please.