

**PART-TIME OFFICE ADMINISTRATOR**

Trinity Episcopal Church  
249 Danielson Pike  
N. Scituate, RI 02857

**JOB DESCRIPTION**

The primary task of the office administrator is to provide support to the rector. The successful candidate will oversee the day-to-day activities in the parish office, including communicating with the Diocesan offices, community organizations, and vendors.

**QUALIFICATIONS**

The applicant should be energetic, engaging, capable of taking direction, and working independently. Excellent organizational, communication, and professional people skills required. Attention to detail, proficiency in Microsoft Word/Excel, Microsoft Publisher, and PowerPoint a must. Successful candidate should possess a willingness to learn church-based computer applications and database maintenance.

**OFFICE ADMINISTRATION:**

Administrator will be responsible for: attending to phone and email messages; disseminating messages and mail as appropriate; general filing; ordering office and general supplies; providing general office support to Sunday school, Finance Office, and various Committee Chairs. Maintenance of all office equipment; and updating/printing bulletins and inserts for all services, including weekly mailings via social media and US Mail.

**GENERAL DUTIES:**

Administrator will be responsible for compiling, copying, and filing of monthly vestry packages and annual parish reports; updating social media information; updating parish directory and database, as well as publishing annual directory; management of facility keys and key fobs, mailing of check requests, bills, and other documents to the financial firm as requested; mailing of pledge cards and financial statements; and scheduling and processing facility rentals, room availability and reservations. Other duties as may be assigned.

**Hours:** Approximately 16 hours/per week. Flexible summer hours.

**SALARY:** Commensurate with experience.