



SAINT MICHAEL'S LITCHFIELD

Nurture Your Spirit

Position Available *Administrative Assistant*

St Michael's (Episcopal) Parish in Litchfield, Connecticut is seeking a part time Parish Administrator to assist with administrative aspects of Parish ministry.

Duties & Responsibilities

- Preparing the Weekly Service Leaflets & Email Communications
- Making Updates to the Website and Member Database
- Processing Accounts Payable Invoices and Documentation
- Working with the Bookkeeper and Treasurer on A/P and A/R
- Helping keep the Rector's Schedule as well as the Parish Schedule
- Process Email, Snail Mail, and Telephonic Communications
- Providing Liaison Work with Tenants of the Campus
- Other Duties that May Arise

Features of the Position

- Reports to the Parish Priest
- 10-15 Hours per week, M-F
- \$20/Hour
- Paid Holidays
- Paid Personal Time Off
- More Flexible Hour/Days in Summer
- Fun and Varied Environment with a real Mission in the Community

Strengths Needed

- High Level of General Computer Skills
- Facility with Microsoft and Google Suites & PDF Editor
- High Level of Discretion and Professionalism
- Punctuality/Reliability
- Projecting a Positive Attitude in Varied Situations
- Working Without much Supervision though with Clear Tasks/Outcomes

A Bonus to Have a Facility with

- Constant Contact
- Word Press
- Organising Children & Youth Programs

If you think this might be for you....

Please Send Resume & Cover Letter in PDF format with hotlinks describing how your experience/strengths suit you for this position along with 2 Professional and 2 Personal References (with contact information) to:

FatherMontgomerySaintMichaels@Gmail.Com