



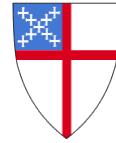
St. George's Episcopal Church

A Queens Historical and Architectural Site
14-20 27th Avenue, Astoria, New York 11102

Phone 718-721-5154

email: stgeorge.astoria@gmail.com

website: www.historic-stgeorge-astoria.org



Administrative Assistant Job Description

St. George's Episcopal Church Astoria, New York is seeking a motivated, self-starting, part-time Administrative Assistant. The individual needs computer skills and strong time management and organizational skills. Bilingual (Spanish) a plus. This position reports to the rector or in the absence of a rector to a designated warden.

Responsibilities:

Church Communications

- Prepare and print weekly bulletins, funeral, wedding, and other bulletins for services as needed.
- Administrative and routine clerical tasks, such as sorting and sending mail
- File management
- Maintain the church's website, Facebook, and social media presence.
- Answer office phones and emails.
- Maintain the Master Calendar for all church activities.
- Inventory and order supplies.
- Database management of parish members.

Bookkeeping

- Prepare invoices for payment including the use of QuickBooks accounting software to code expenses, printing checks, obtaining appropriate signatures and maintaining files, and bank reconciliations.
- Ensure a smooth and accurate accounting of receipts through completion of bank deposits, and supporting documentation
- Compile and maintain confidential, accurate, and complete records of pledges and receipts and prepare quarterly giving reports for parishioners.
- Cooperate with the appointed parties to support the yearly audit of financial records
- Work in concert with the diocese to ensure clergy and staff compensation and benefits are accurate.
- Produce monthly reports for the treasurer and vestry.

General Administrative Support to the Rector (or designated warden)

- Assist in the completion of the annual Parochial Report
- Support in the preparation for parish events or fundraisers including creating flyers
- Request reports from appropriate parties and compile the booklet for the annual meeting.
- Other projects as assigned by the rector or in the absence of a rector by a designated warden.
- Participate in monthly Diocesan Parish Administrator Meetings as p

Qualifications:

- Proficiency with the Microsoft Office Suite, particularly Word and Excel
- Proficiency with Quickbooks
- Strong proficiency with technology, including a willingness and ability to learn online communications platforms such as MailChimp, Gmail, Servant Keeper, Zoom, Facebook, etc.
- Prior professional administrative experience preferred
- Strong written and verbal communication skills
- Excellence in customer service and commitment to joyfully serving others
- Exceptional organizational skills, including effective time management and prioritization of competing demands and multiple deadlines
- Strong attention to detail
- Discretion and ability to maintain confidentiality throughout interactions with parishioners, the rector, warden, and others
- Understanding of, or willingness to learn, basics of liturgical worship

Additional Details

- The successful applicant must pass a background check (criminal, sex offender, credit) and reference check.
- The applicant must complete the Episcopal Diocese of Long Island Safe Church workshops - must be completed within 6 months of employment.
- Complete a W-9 form (request for Tax-Payer Number and Certification) and an I-9 form (Employment Eligibility Verification).
- A semi-annual performance review will be done.

Hours: 12-15 hours per week Tuesday–Thursday 9 am–2 pm (specific schedule is negotiable)

Compensation: \$13,200 / year.

- Paid time off: Federal Holidays (those that fall on scheduled workdays)
- One-week paid vacation
- There are no additional benefits

Start Date: Immediately

How to Apply

Interested applicants should submit a cover letter, resume and at least 2 references to the rector the Reverend Karen Davis-Lawson at stgeorge.astoria@gmail.com with subject “Administrative Assistant”