



All Saints' Episcopal Church

1001 12th Street Cayce, SC 29033 803-796-5735

www.allsaintscayce.org

Part-Time Administrative Assistant All Saints' Episcopal Church, Cayce

General Description

All Saints' Episcopal Church, a family sized parish, is establishing a new position of Part-time Administrative Assistant and is accepting applications for this job. The Administrative Assistant is a key member of the parish team and often represents the face of the All Saints' Church community to parishioners and visitors. We are looking for a responsible and reliable assistant to perform a variety of administrative and clerical duties.

General Duties & Responsibilities

- Filing and general administrative tasks
- Dealing with the public-in- person, electronically and on the telephone
- Producing bulletins and newsletters and maintaining volunteer schedules: Sunday bulletins, Service bulletins, Newsletters, Lay Minister schedules, Altar Guild schedules
- Maintain routine office functions
- Works directly with Rector and Sr. Warden

Qualifications

- Knowledge of the Episcopal Church is essential
- Ability to work with limited supervision
- Ability to communicate effectively, both verbal and written
- Must possess good organizational skills, good interpersonal skills and maintain a high degree of confidentiality
- Knowledge of basic mainstream computer software programs: MS Office, Excel, MS Publisher, MS PowerPoint
- Ability to use different social media platforms: Facebook, website knowledge
- Safe-Church training will be required & provided
- SLED check will be required & provided
- High School degree required; with additional qualifications as an Administrative Assistant a plus

This job will be 30 hours per month; flexible weekly hours. This is an on-site position.

If you are interested in this position, please send your resume, with cover letter to rector@allsaintscayce.org. Position remains open until filled.