Task & Responsibilities

- Coordinate the administrative function of the office while successfully managing ambiguity and competing priorities.
- Conduct and manage special projects, allocating and coordinating resources.
- Oversee or support project and event management from start to end (i.e. initiation, planning, execution, the event and closure), ensuring outstanding results.
- Draft and proof read presentations, letters, messages and announcements to volunteers, parishioners, and staff ensuring a seamless communication flow.
- Create and analyze reports while interpreting complex data.
- Take initiative and perform additional duties as assigned.

Qualifications

- A minimum of an Associate College degree is required.
- Experience working in a church or religious institution is ideal.
- Ten years of increasingly responsible related experience.
- Proficiency in Microsoft Office (e.g., using pivot tables, mail merges, if-then statements, v-lookup, etc.) and comfort adapting to new software.
- Typing speed of 45wpm.
- Valid driver’s license.
- Due to the nature and context of this role, only Christian applicants will be considered.

Candidates selected for interviews will demonstrate mastery of listening, writing, analytical and software skills on an assessment conducted during the candidate selection process.

Cover letters and resumes may be emailed to recruiter@stmartinseiscopal.org