

Trinity Episcopal Church – Job Description

Job Title:	Program Assistant
Classification:	Part-Time Non-Exempt (This position requires discretion and independent judgment with respect to faith-based and discipleship matters)
Work Week:	20 hours (Monday-Friday, afternoons)
Work from Home Eligibility:	No
Reports To:	Administrative Assistant to Rector and Programs

Job Purpose

This position provides assistance to the Rector and Program staff to support the congregation and community that inspires, informs, and invites participation in the spiritual life, mission, and purpose of Trinity Church.

Position Summary

- Perform tasks and functions of Trinity’s ministries in cooperation with and assistance to the clergy and staff
- Provide a welcoming, confidential, courteous, and positive reception to all members and visitors to the church, whether in person or by phone or email.
- Provide reception desk coverage as needed (answer phones/doors and greet visitors/guests)
- Perform tasks related to church events on the main Google Calendar, Realm Calendar, and Website (calendar, website, events, publicity, etc.)
- Maintain the parish database relating to profiles, reports, events, groups, etc. (We use the ACS Realm platform)
- Maintain parish registers and records relating to baptisms, confirmations, marriages, and burials.
- Maintain parish registers relating to church services.
- Other duties as assigned

Qualifications

- Computer literate with proficiency in a wide variety of applications, specifically Google Suite (Gmail, Calendar, Docs, Sheets)
- Strong oral, written, verbal, and interpersonal communication skills
- Strong skills in making people feel welcome with initiative to solve problems
- Ability to plan, organize, and handle multiple, simultaneous tasks effectively and efficiently with attention to detail and accuracy
- Ability to take initiative and meet deadlines with minimal supervision
- Work as a team member in a collaborative environment
- Able to effectively work in a fluid environment
- Experience working in a church environment is preferred but not required

Working Conditions/Physical Requirements

Position involves sitting for extended periods of time while working at a computer