



St. Mark is an open and affirming community where all are welcomed.

Part-time Administrative Assistant (8 hours per week)

RESPONSIBILITIES:

- Assist Office Administrator and Business Manager with administrative duties for front office including: reception; answering phones; receiving and distributing mail.
- Assist with data entry, maintaining membership, attendance, and visitor information program data in database software.
- Provide additional administrative support and/or work on special projects for staff and church leadership as needed.

QUALIFICATIONS:

- Proficient skills in MS Office programs are required including database software.
- Demonstrated experience and ability to communicate effectively with a diverse community, staff, and an energetic, involved congregation.
- Strong organizational skills, attention to detail, the ability to multi-task essential.
- Church and/or non-profit experience is desirable; experience working with church/database management software (FellowshipOne) a plus.
- Confidentiality and collaboration essential.

HOURS:

- Requires 8 hours per week; either two four (4) hour shifts or one eight (8) hour shift.
- Office hours: Tuesday – Friday, 9:00 AM – 4:00 PM

BENEFITS:

- Benefits are not provided.

ACCOUNTABILITY:

- Reports to Office Administrator, and the Session of St. Mark through the Human Resources Commission.

EVALUATION:

- The Human Resources Commission will review annually the adequacy of compensation and hours.

Send resume and questions to Office Administrator at: stmark@stmarkpresbyterian.org