

St. Bartholomew's Episcopal Church-Ho-Ho-Kus

Job Description Part-Time Office Assistant

General Description:

This is a part-time position requiring 5-8 hours of work per week and supervised by the Rector. Additional compensated hours may be necessary during the year. The individual in this position must be able to work independently, exercise good judgment, keep the Rector informed of all office business interactions, support the work of the Church Leadership, and perform all duties in a professional manner.

Compensation: \$16-17/hour, depending on experience and qualifications.

Status: Regular Part-time, Non-exempt

Hours: Hours flexible between Monday, Wednesday, and Thursday. Must be able to work one Saturday a month at the Food Pantry from 9-12.

Position Summary:

The office assistant provides a welcoming and helpful presence in the parish office. This person coordinates, administers and/or aids various church ministries and programs. Also involved as part of this position is supporting the social media work of our church outreach. Work in our growing parish food pantry is a part of the work of the office assistant.

Essential Duties:

1. Provide a welcoming and helpful presence in the parish office.
2. Provide administrative support to Vestry or other ministry teams.
3. Support the social media ministry of the church.
4. Maintains office equipment and office supplies.
5. Assists the pastor with communications by managing written correspondence and phone messages.
6. Assist in managing the church food pantry.
7. This description does not include all responsibilities, as additional financial duties may be assigned, and existing duties may be adjusted at any time.

Knowledge, Skills, and Abilities:

1. Strong writing and grammar skills.
2. Proficiency in spreadsheet and database applications.
3. Proficiency in working on social media platforms.
3. Demonstrated organizational skills.
4. Ability to effectively manage workload.
5. Effective communication skills, both verbal and written.

6. Ability to always maintain confidentiality regarding persons and information.

7. Knowledge of office etiquette and effective communications skills.

Other Benefits:

The office assistant will receive one shift of paid vacation / PTO (paid time off) per year.

Per State of New Jersey guidelines, all part-time employees will receive three days off for sick time that are paid for per year. If more time is needed it will require a doctors' note and additional paid time off will be decided by the Vestry.

Any time off should be requested and approved at least one month in advance. In case of emergency or urgency, less advance notice will be considered.

Three weeks that may not be requested for time off are Holy Week and the full work week before Christmas and whatever other days in the next week which immediately precede Christmas, and the week before the Annual meeting which takes place at the end of January. Work must be completed and approved before leaving for time off.

Qualifications:

A minimum of 2 years office experience is required. Experience in a church or other ministry setting is preferred.

An associate degree in business administration preferred.

Knowledge of MS Word, MS Excel, PowerPoint necessary.

Knowledge of Constant Contact preferred.

If interested, please contact

The Rev. Dr. Cathie Sklenar-Studwell

St. Bartholomew's Episcopal Church, Ho-Ho-Kus, NJ

201-444-5025 rectorstbartshhk@gmail.com