



Trinity Memorial Episcopal Church

44 Main Street, Binghamton, NY 13905

Phone: 607-723-3593; Fax: 607-724-6945

Part-time Parish Secretary Job Description

OVERVIEW

Trinity Memorial Episcopal Church in Binghamton, New York is seeking a part-time parish secretary.

Our parish identifies itself as a diverse people responding to God through worship and music, friendship and formation, generosity and service.

Our mission is to serve Christ passionately through self, family, parish and community.

The parish secretary provides administrative support to the priest and staff of Trinity Memorial Episcopal Church, while supporting church ministries and committees and collaborating with volunteers.

Religious affiliation, if any, of employees is not relevant - sensitivity to the identity and mission of this parish is necessary for effectiveness in this role.

QUALITIES and QUALIFICATIONS

The ideal candidate

- Has a minimum of 3 years of office experience
- Is warm and welcoming to all
- Possesses excellent communication skills, both verbal and written
- Is a creative thinker, highly organized, self-motivated and capable of frequent multitasking
- Is able to work independently as well as with the parish leadership and volunteers
- Understands the importance of confidentiality

The parish secretary must

- Be proficient in a variety of online communications tools
- Be skilled in using Microsoft Office suite, particularly Word
- Be familiar with many types of office machines, including PCs, printers, copy machines, fax machines, etc.
- Be willing to learn new procedures, software (e.g. Google Docs) or devices
- Have knowledge of supply procurement, including the ability to research vendors and prices

RESPONSIBILITIES

The parish secretary

- Answers the telephone, responds, transfers calls, or takes messages
- Reads and responds to general email inquiries
- Greets visitors and responds to general questions
- Collects, sorts, and distributes mail
- Prepares, proofs, prints, and distributes all parish publications
- Maintains and orders supplies for the office and worship services
- Maintains the parish calendars
- Maintains memorial flower list and orders flowers
- Maintains parish records in cooperation with the priest
- Performs other secretarial duties as requested by the priest

TERMS

- Part-time position: Monday – Friday 8 AM – 1 PM
- Pay ranges from \$18 - \$20 an hour contingent upon qualifications and experience
- Retirement plan funded by employer
- Generous employee health insurance with employer funding 75% of premium
- Up to 10 days of vacation in the first year
- Eleven paid holidays
- Up to 10 days of sick leave per year
- Six-month performance review

The responsibilities listed above are representative of the job. They may change from time to time and are not intended to be all-inclusive.

Applicants must undergo a background check and complete Safe Church training upon employment.

Please submit cover letter, resumé, and names with contact information of three references, (either on paper or electronically) to:

The Rev. Glenn Mahaffey
Trinity Memorial Episcopal Church
44 Main Street
Binghamton, NY 13905
Email: frglennm@gmail.com