

## **Job Description**

### **Parish Administrative Assistant**

**(Approved by the Vestry February 1, 2015)**

The Vestry of the Church of Our Father in Hulls Cove employs a part-time administrative assistant to fulfill certain responsibilities in daily office operations. This individual is an important member of the Church staff, whose duties are essential to communications, record keeping, and the accomplishment of our parish goals.

#### **QUALIFICATIONS**

- A minimum of two years business/administrative/military experience or equivalent, college/technical degree preferred.
- Excellent interpersonal communication skills, including written and verbal expression.
- Ability to maintain confidentiality.
- Excellent organizational skills, especially managing time and priorities.
- Knowledge and ability to type, and to efficiently utilize office equipment and the software programs Windows, Excel, Word, and Publisher. Knowledge of publication design is a significant plus.
- Some knowledge of the Episcopal Church or the Lutheran or Roman Catholic traditions and liturgy is helpful.
- Have a pleasant demeanor and good moral character.

#### **RESPONSIBILITIES**

Under the direction of the Priest-in-Charge, the Parish Administrative Assistant will:

- Receive and handle or forward to others telephone calls, email and mail
- Prepare the weekly Friday e-mail announcement, Sunday Service Bulletin, and Monthly Newsletter. (This includes gathering information, formatting and entering it into software, and emailing/printing as required.)
- Update the church website
- Maintain the Church Calendar
- Prepare the monthly Labors of Love listing of volunteer services and distribute
- Order office supplies
- Compile, format and print the Annual Report
- Coordinate and utilize the voluntary resources of skills and energy available from the church family
- Perform such other duties as may be assigned from time to time.

The successful candidate will be required to complete “Safe Church” training at the employer’s expense. The employee will also complete instruction in Church Windows software.

### **HOURS OF WORK, COMPENSATION**

This position is scheduled for 19 hours of work each week. Although maintaining some regular office hours is essential, the precise hours of work each day will be arranged with the approval of the Priest-in-Charge. The Parish Administrative Assistant is scheduled to work less than 1,000 hours in a calendar year.

An hourly wage will be negotiated with the Priest-in-Charge in compliance with the Parish Budget. The employee is responsible for maintaining an accurate record of hours worked each week, and for presenting that record promptly to the Priest-in-Charge. Payment for hours worked will be made on the first and the fifteenth day of each month.

Employment is at-will, meaning that employment may be terminated by either party with notice of two weeks.

### **CONSENTS**

Because this employment position involves interaction with all types of members of the church and the community, all prospective employees are required to voluntarily submit to a criminal background check. Every candidate specifically consents to this background check and waives any claim against the church for performing that check.

Church of Our Father  
P O Box 186, Hulls Cove, Maine 04644  
**EMPLOYMENT APPLICATION**

***Please write your answers in the open space below the question.***

Date:

Full Name:

Nick Name (if any)

Address:

Home Phone:

Cell Phone:

Email:

Social Security Number:

What days and hours are you available to work?

Are you legally able to work in the United States? (Proof of eligibility will be required upon offer of employment)

Yes     No

**Educational Background**

High School: Name of school, Location, Year Graduated

College/Technical: Name of school, Location, Year Completed, Degree, Areas of Concentration

Other: Name of school, Location, Year Completed, Degree, Nature of Study

**Employment History** (Please begin with most recent.)

***Please list Company Name, Supervisor Name, Address, Telephone, Job Title and Responsibilities, Dates of Employment, Reason for Leaving***

#1:

#2:

#3:

#4:

May we contact the employers listed above?

Yes  No

Please list any additional education, training, or skills that qualify you for this position:

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no content?

Yes  No

If "yes," please explain. Include nature of the offense, date, court location and any other information that would be helpful to us in considering your application:

**REFERENCES**

Please list three references not related to you that we may contact.

#1: Name, Address, Telephone, Years Known, Relationship

#2: Name, Address, Telephone, Years Known, Relationship

#3: Name, Address, Telephone, Years Known, Relationship

Are you currently active in any church? Please note name and address. Are you a member?

**ACKNOWLEDGEMENTS, CERTIFICATION, RELEASE**

Employment with Church of Our Father is “at will” and is not by contract either express or implied. This means that that if you are employed at Church of Our Father, both you and the church are free to terminate the employment relationship at any time.

By signing this application, I certify that all information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Church of Our Father permission to contact my previous or current employers, references, schools and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Church of Our Father, I may be required to submit to a pre-employment medical examination, drug screening, and criminal background check as a condition of employment. I understand that unsatisfactory results from or refusal to cooperate with these pre-employment tests will result in a withdrawal of an employment offer or, if already employed, termination of employment.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date