

Episcopal Diocese of Tennessee

Posting Date: September 13, 2018

Job Start Date: October 15, 2018

Administrative Assistant

This is a part-time position within a small office staff in Nashville at the Episcopal Diocese of Tennessee. The Episcopal Diocese of Tennessee is the governing body for 45 churches throughout the mid-state region. The office is staffed by both clergy and lay persons. Office hours are Monday through Friday from 8:30 a.m. – 4:00 p.m.

Responsibilities: (to include, but not limited to)

- General Office Duties
 - Answering office telephones
 - Filing
 - Office mailings
 - Greeting visitors
- Clerical support, as needed, for the Diocesan Administrator
- Clerical support, as needed, for the Financial Administrator
- Communications
 - Assist Diocesan Administrator
- Setting up for events on-site (meetings, lunches, etc)
- Database management
 - Maintain up-to-date records, requires continuous updating
- Other duties as assigned

Qualifications:

- Proficient in all Microsoft Office applications
- Knowledge of website design/graphic design
- High School Diploma
- Bachelor's Degree preferred
- Self-motivated
- Excellent communication skills, both written and verbal
- Ability to interface with all types of people
- Prior experience in a not-for-profit office environment
- Willingness to work as part of a team
- Willingness to take on different responsibilities as the need arises
- Kind and compassionate personality
- Knowledge of the Episcopal Church (or similar church) a plus

Salary & Benefits

Lay employee pension plan (5% base/ 4% match)

24 hours per week (flexibility in scheduling)
\$18+/hour (commensurate with experience)

The Episcopal Diocese of Tennessee does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, national or ethnic origin, color, religion, sex or gender (including pregnancy, sexual orientation, gender expression, and gender identity), age, disability, genetic information, military service, or any other characteristic or class protected under applicable federal, state, or local law. The church complies with all state and federal laws that prohibit discrimination, including Title VII of the Civil Rights Act, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Equal Pay Act and the Age Discrimination in Employment Act.