

Executive Assistant  
St. Peter's Episcopal Church  
Columbia, TN 38401

Full-time (40 hours/week): Hourly rate based on experience level

#### Job Summary

Self-motivated, highly organized, experienced candidates sought as support for Rector (Senior Pastor) of healthy and growing congregation.

#### Responsibilities

- General secretarial and administrative support;
- Maintain calendars regarding facilities' use, congregational events, and Senior Pastor's appointments and projects;
- Desktop publishing of weekly worship bulletin and monthly newsletter;
- Oversee website and social media updates;
- Present a positive and welcoming presence for mid-week visits from members and visitors.

#### Job Requirements

- Five years' administrative experience; required
- Proficiency in Microsoft Office programs; required
- Familiarity with website platforms and social media programs; required
- Familiarity with liturgical worship; required
- Post-secondary education; preferred