Beautiful and historic downtown parish office, with longtime supportive staff, seeking a part-time Administrative Assistant.

This is an hourly position. The start date is September 1, 2023.

**Job Title:** Front Desk and Data Entry Position

**Status:** Part-time, non-exempt

**Job responsibilities include:**

- Provide administrative support to ensure efficient operation of office.
- Answer and route phone calls to the appropriate staff member.
- Exhibit polite and professional communication via phone, e-mail and mail.
- Be a team player with a friendly, supportive and fast-paced staff.
- Support visitors and scheduled contractors.
- Provide information by answering questions and requests.
- Carry out administrative duties such as data entry, filing, assisting with mailings and printing Sunday bulletins.
- Receive, sort and distribute mail.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing orders for supplies.

**Reports to:** Operations Manager

**Additional Info:**

Scheduled work hours are Sunday 8:30 a.m. to 2 p.m., and Tuesday – Thursday 10 a.m. to 2 p.m.

This is not a temporary position. We will provide bus/metro stipend or parking support.