

Administrative Assistant Job Announcement

ADMINISTRATIVE ASSISTANT – the public face of an Episcopal Church in the Montrose area of Houston with responsibilities for service to parishioners, office operations, publications and clerical support for the Church staff.

Duties:

- **Desk Top Publishing**
- **Receptionist**
- **Maintain website**
- **Maintain records and calendar using ACS (Church database software)**
- **Handle incoming mail, faxing and copying**
- **Order supplies**

Experience:

Desk top publishing and customer service (good if in a church setting but not required).

Skills needed:

- **Excellent written and verbal skills**
- **Word, Office, Excel, Outlook, Publisher, Adobe Acrobat, In Design**
- **ACS (church database software) –could be learned on the job**
- **Must be able to work with little supervision and meet deadlines**
- **Eager to learn new things, especially new technology**
- **Detail oriented**
- **Ability to handle requests from clergy, parishioners and visitors in a timely and pleasant manner.**

Position may be filled as full time (40 hours) or part time (30 hours). Submit resume and days/hours you can work and if you are seeking full time or part time or either to David Long at dlong27@comcast.net

