

St. Mary's-in-Tuxedo

Part-Time Administrative Assistant

Position Description

St. Mary's-in-Tuxedo is a historic Episcopal church located within the gates of the charming village of Tuxedo Park, New York. The church is the spiritual heart of the community, primarily serving Tuxedo and Sloatsburg, though drawing members from the greater area.

Under the supervision of the Rector, the Administrative Assistant is a part-time role that provides general office support to the staff, committees, and congregation, in order to support the ministries and mission of St. Mary's. This work includes, but is not limited to: data and records management, phone and email support, supplies and vendor management, communications work, managing use of church space by parish and outside groups, supporting church ministries and committees, and collaborating with volunteers. The Administrative Assistant will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

Responsibilities

Specific responsibilities include:

- Provide a welcoming and helpful presence in the parish office; organize and keep a tidy office.
- Respond to requests for information and resources via email, telephone, and in-person visits.
- Provide administrative support to the Rector, Vestry or other committees, which includes scheduling meetings, preparing documents, making copies, etc.
- Produce and distribute the weekly newsletter by email, which includes soliciting stories/photos/flyers about parish and community news/events, as well as proofreading and editing the content.
- Prepare, proof, and print bulletins and materials for Sunday and other services.
- Produce volunteer rosters; assist in recruiting, coordinating and scheduling volunteers as needed, under direction of the Rector or committee leadership.
- Place orders for supplies and equipment as authorized; ensure computers, telephones, and copier are always in good working order.
- Pick up and sort incoming mail; send parish mailings and other outgoing mail.
- Maintain parish records (in electronic and paper formats), including financial, membership, attendance, diocesan, and other data, keeping them up-to-date, accurate, and secure.
- Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry, and committee leadership, on a timely basis.
- Coordinate with the bookkeeper and signers to record donations and pay invoices.
- Maintain the parish calendar to facilitate building use by internal and authorized external groups; includes the coordination of baptisms, weddings, funerals, and other special events.
- Assist with preparing and distributing marketing materials, as directed.
- Maintain the church's online presence (basic updates to the website and Facebook page, online advertising, etc.).
- Coordinate with vendors as delegated by Rector, Wardens, and Building & Grounds Cmte.
- Coordinate the work of custodians and handyman to address facilities-related needs as identified, including set-up and clean-up for special events.

Qualifications

Specific requirements include:

- Effective communication skills, both verbal and written.
- Proficiency in word processing, spreadsheet, and database applications; must be willing to learn and use our productivity and collaboration tools, which include Realm Church Management System, Google Workspace (Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, etc.), Constant Contact, and Squarespace; working knowledge of any is a plus
- Demonstrated organizational skills, including calendaring, project coordination, and prioritization of work with multiple competing deadlines.
- Strong writing and grammar skills, including proofreading.
- Ability to maintain confidentiality, sensitivity, compassion, and discretion.
- Basic knowledge of invoice and purchase order transactions, as well as procurement, researching vendor prices, and negotiating costs.
- Compliance with diocesan safe church requirements
- Must be willing to learn the basics of Episcopal liturgy (Book of Common Prayer, lectionary, hymnals) in order to produce worship materials.

Compensation and Benefits

- Salary: \$22 to \$27 per hour, commensurate with experience
- 16 hours per week, 9am to 1pm, Monday through Thursday
- Paid Holidays: New Year's Day, Martin Luther King Jr Day, Presidents Day, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day
- Paid Vacation: 2 weeks

To learn more about St. Mary's-in-Tuxedo, please visit www.stmtux.org. The position will remain open until a candidate has been retained for this important post. We pray this exciting position interests you, or someone you know, and that you'll be in touch.

The Reverend Richard James Robyn
Rector

Please send resume and cover letter to: rector@stmtux.org