

Part-Time Administrative Assistant

Christ and St. Luke's Episcopal Church, Norfolk, VA

www.christandstlukes.org

Christ and St. Luke's Episcopal Church is seeking to hire a Part-Time Administrative Assistant to contribute to the important administrative functions that help our church run smoothly.

Christ and St. Luke's traces the roots of its congregation back to 1637 and the original parish in the Elizabeth River settlement. The church was built in 1909 and is one of the iconic buildings in the city of Norfolk, renowned for its architectural beauty. The parish has a long history of leadership in the community and is known for the excellence of its liturgy and music, programs, and ministries as well as its commitment to being open and affirming in its welcome of all people. Coming out of the pandemic the parish is regaining its full level of activity with great enthusiasm and is in need of more support to handle all the administrative work of running a large and thriving parish.

The responsibilities of this new Administrative Assistant position will include such important work as helping with parish wide communications, organizing volunteers, producing and editing parish bulletins and seasonal materials, and working to support the staff in their roles. This is a job for someone with a superior eye for detail who takes pleasure in doing well those small things which have a big impact. They must be task-oriented and good at independently managing multiple projects simultaneously with minimal oversight while also being a team player. They should be a clear and capable communicator with superb written communication skills and empathetic people skills. Prior church experience is ideal, but a willingness to learn and a respect for the role the Church plays in society are required. The candidate must have mastery of the full suite of Microsoft Office programs, and facility with Mailchimp and/or other relevant communications software.

This position is part-time with significant flexibility so long as deadlines are met and required weekly staff meetings can be attended in person. Compensation is set at \$20 an hour with an expected average of 15 hours of work per week.

Applications will be received until the position is filled. To apply please email a cover letter and resume to The Rev. Noah Van Niel (noah.vanniel@christandstlukes.org) with "Administrative Assistant" in the subject line.