

Thankful Memorial Episcopal Church
P.O. Box 2274 / 1607 W 43rd St., Chattanooga, TN 37409
423-821-3135, thankfulchurchchatt@gmail.com

Church Secretary Job Description

Thankful Memorial Episcopal Church, in the St. Elmo neighborhood of Chattanooga, Tennessee is seeking a part-time Church Secretary/Administrator, beginning February or March 2019. The Church Secretary:

- prepares, prints and folds our weekly bulletins,
- answers the phone and gathers our mail,
- handles the scheduling of volunteers on a monthly basis,
- checks our financial offering and makes the necessary deposits each week,
- puts together mailings,
- maintains our mail and email lists, our stewardship records, and our parish registries,
- makes purchases for our office and parish supplies as needed
- performs other office-related tasks as they arise.

The Secretary works closely with the Rector. Qualified candidates must be highly trustworthy and will be computer literate with good proficiency in the use of Microsoft Word, Excel, QuickBooks, gmail, and internet browsers. Strong organizational and communication skills are necessary. Familiarity with the Episcopal Church would be an advantage. The position is 10-12 hours per week, usually spread over two days (Tuesdays & Thursdays) in the office; however, well-qualified candidates could discuss flexibility of the schedule. The Secretary will be paid hourly, with a starting rate of \$13.00 per hour. Interested candidates should email the Rev. Leyla King at thankfulrector@gmail.com