

Holy Trinity Episcopal Church
1636 Van Buren Avenue, Saint Paul, MN 55104
<http://www.holytrinityepiscopalmn.org>

Part-Time Parish Administrative Assistant

Holy Trinity Episcopal Church is seeking a part-time Administrative Assistant for the church office to ensure efficient day-to-day operation of the office.

Position Title: Parish Administrative Assistant
Hours of Work: 10 AM to 3PM, Tuesday to Friday (Hybrid Remote Work)
(Part-time 20 or more hours per week, core hours negotiable)
Education: Associate degree or higher
Starting Pay: \$17 per hour/Negotiable
Reports to: Priest-in-Charge
Appointment Date: As soon as possible
Date Posted: 06-18-2024
Closing Date: Open until filled

Primary Duties and Responsibilities include:

- Ability to work independently.
- Proficiency with Microsoft Office products, experience with accounting software
- Ability to create and modify documents using Microsoft Word and Excel
- Strong oral, written, verbal, and interpersonal communication.
- Strong integrity, honesty, and ability to maintain confidentiality.
- Ability to take initiative and manage multiple competing deadlines.
- Minimum 3 years of office experience

How to apply:

- Send a cover letter, resume, and three (3) references to holytrinity2019@gmail.com or mail to:
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