

Job Title: Administrative Assistant to the Rector and Programs (Full Time/Exempt)

Work Schedule: Monday-Friday 9 am-5 pm

Location: Trinity Episcopal Church, Asheville, NC

Reports to: Rector

Job Summary:

The Administrative Assistant to the Rector and Programs will provide essential administrative support to the Rector, the Vestry, and Ministry leaders. This role involves managing daily office tasks, project coordination, scheduling meetings, and assisting with the planning of church events and activities. The ideal candidate will be highly organized, proactive, and possess a strong attention to detail while maintaining a high level of professionalism and confidentiality.

Key Responsibilities:

- **Administrative Support:** Provide direct administrative support to the Rector, including managing their calendar, scheduling appointments, and arranging travel when necessary.
- **Communication Management:** Screen and respond to emails, phone calls, and other communications addressed to the Rector, ensuring timely and professional responses.
- **Project and Event Coordination:** Assist in the planning and coordinating church services, special events, meetings, projects, and retreats, including preparing materials and coordinating logistics.
- **Document Preparation:** Draft, edit, and proofread correspondence, reports, and other documents on behalf of the Rector.
- **Record Keeping:** Maintain and organize church records, including membership lists, sacramental records (baptisms, weddings, funerals), and other important documents, ensuring confidentiality.
- **Meeting Support:** Prepare agendas, take minutes, and assist in the follow-up of meetings attended by the Rector or church leadership.
- **Confidentiality:** Handle sensitive and confidential information with discretion, professionalism, and integrity.
- **Special Projects:** Assist with special projects as requested by the Rector, ensuring completion in a timely manner.

Key Competencies:

1. **Organization and Time Management:**
 - o Highly organized with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.
 - o Ability to prioritize tasks, keep track of schedules, appointments, and events without error.
2. **Communication Skills:**
 - o Excellent verbal and written communication skills, capable of interacting professionally with ministry leaders, volunteers, and church members.
 - o Ability to prepare clear and effective communication materials such as letters, emails, instructional documents, and project timelines.

- o Professional and friendly demeanor when interacting with church members, staff, and external stakeholders.
3. **Discretion and Confidentiality:**
- o Demonstrates the highest level of integrity when handling confidential information, ensuring privacy is respected at all times.
 - o Ability to exercise discretion in sensitive matters involving church leadership and members.
4. **Attention to Detail:**
- o Exceptional attention to detail in managing communications, scheduling, and preparing materials.
 - o Capable of catching errors and inconsistencies to ensure the highest quality in administrative work.
5. **Proactive Problem Solving:**
- o Ability to anticipate the needs of the Rector and proactively address potential issues before they arise.
 - o Thinks creatively and acts quickly to resolve administrative challenges.
6. **Technology Proficiency:**
- o Proficient in Google Suite apps (Email, Calendars, Documents, Sheets), Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - o Experience with using Basecamp and Realm is preferred but not required.
 - o Comfortable with digital communication platforms, social media, and website updates.
 - o Ability to learn new technologies quickly and efficiently to improve office operations.
7. **Teamwork and Collaboration:**
- o Works well in a team environment, collaborating with church staff, ministry leaders, and volunteers.
 - o Shows initiative and the ability to work independently with little or no supervision.
 - o Works well with others, demonstrating a positive and collaborative attitude while supporting ministry leaders, volunteers, and church staff.
8. **Flexibility and Adaptability:**
- o Ability to adapt to changing priorities and ministry needs, especially during busy seasons or special events.
 - o Willingness to take on new tasks as the needs of the ministry evolve.
9. **Customer Service and Relationship Management:**
- o Demonstrates empathy and a helpful attitude when interacting with church members, visitors, and volunteers.
 - o Provides a high level of service and support, ensuring that all questions or concerns are addressed promptly.
 - o Cultivates positive relationships with parishioners, staff, and volunteers.

Qualifications:

- A high school diploma or equivalent (associate's or bachelor's degree in administration, religious studies, or a related field preferred) is required.
- Prior experience in an administrative support role, ideally in a church or nonprofit environment.
- Excellent communication skills, both written and verbal.
- Strong organizational skills with the ability to manage multiple priorities.
- Experience with office management and church administration systems (e.g., church management software) preferred.
- Knowledge of church ministry programs and understanding of church operations is a plus.
- A commitment to the mission and values of the church.
- Ability to work some evenings and weekends for church events or special projects as needed.

Physical Requirements:

- Ability to sit at a computer for extended periods.
- Ability to assist with setting up events and meetings as required.

Additional Information:

- Salary commensurate with experience
- Background check required
- Comply with the Episcopal Diocese of Western North Carolina's Code of Conduct policy.
- Complete the Episcopal Diocese of Western North Carolina "Safe Church" training requirements:
 - Safeguarding God's Children*
 - Safeguarding God's People (Sexual Harassment/Sexual Exploitation) *
 - Dismantling Racism
 - First Aid, CPR, AED

How to Apply: Please submit your resume, cover letter, and references to rector@trinityasheville.org by February 5, 2025