

St. Mary's Episcopal Church-Foggy Bottom

Application for Office Administrator June 08

Job Title: Office Administrator-St. Mary's Episcopal Church

Date Prepared: Jun 14, 2008

Position Reports to: Rector

Employment Classification: Regular, Part-Time, Exempt

Number of Hours Per Week: not to exceed 25 hours

Filing Date: Immediate Opening

Position Summary: Coordinates and implements effective and efficient functioning of the Church office by performing the following duties:

Essential Duties:

Coordinates, prepares and produces weekly Sunday worship service bulletins using Microsoft Publisher.

Answers busy phones and handle inquiries effectively.

Prepare funeral, marriage, baptismal programs, flyers, Annual Meeting, Parochial Reports.

Maintains a complete calendar and schedule of important church activities and facilities usage and coordinates these to avoid conflicts.

Coordinates and distributes monthly Vestry packets for Vestry meetings.

Maintains prayer lists, visitation schedule, updates phone messages, telephone lists, church forms etc.

Creates, edits, and publishes various reports for the Rector as needed using Microsoft Excel or Word.

Establishes good rapport with vendors to maintain and monitor contracts and effectively resolves issues.

Enters information into the Parish Registry needed for weddings, confirmation, baptisms etc.

Oversees, coordinates and orders office supplies and monitors and maintains office equipment.

Establishes excellent rapport with parishioners and creates an open and welcoming atmosphere to prospective members.

Qualifications: Education and/or Experience must be consistent with job requirements.

Good oral, written communication skills, some proofreading and editing required.

Competency with Microsoft applications such as Publisher, Excel, Word, Word Perfect, Database

maintenance. Experienced user of most common office equipment, (copiers, computers, phone system) able to operate and fix problems. Excellent organizational skills and ability to perform

multiple tasks simultaneously. Ability to prioritize workload. Project management experience is

helpful. Good interpersonal skills that include confidentiality, discretion and sensitivity. Ability to be

flexible and remain composed under pressure. Minimum two years college, AA Degree or five or

more years successful experience as an office administrator.

Mail letter of interest, attached application and resume to:

St. Mary's Episcopal Church, Attn: Admin. Search Committee

728 23rd Street N.W. Washington, D.C. 20037

**APPLICATION FOR THE POSITION OF OFFICE ADMINISTRATOR
ST. MARY'S EPISCOPAL CHURCH-FOGGY BOTTOM
WASHINGTON, D.C.**

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			

From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date