

Holy Trinity Armenian Church

Front Office Secretary and Stewardship Associate – (14 - 21 hours per week - Thursdays and Fridays; Wednesday – Friday can be offered, as well)

Job Description

ESSENTIAL FUNCTIONS

Stewardship and Database Management

- Record Stewardship pledges and payments, generate necessary comparisons year over year
- Partner with Finance Administrator to generate individual contribution statements on a quarterly basis
- Maintain Master List of all members/stewards
- For Nominating Committee (Fall), partner with Finance Administrator to generate list of eligible members to run for elective office at the annual Parish Assembly
- Maintain and update church's database including recording baptisms and marriages
- Manage and maintain church's email distribution list
- Generate mailing labels for all Church mailings

Front Office Secretary - SHARED SECRETARIAL RESPONSIBILITIES LISTED BELOW

- Sort daily mail
- Answer daily phone calls and respond to parishioners
- Record monies received on the daily income sheet and special accounts
- File invoices and correspondences
- Order altar flowers
- Proofread communications and weekly Sunday Bulletin
- Work collaboratively with Office staff to prepare bulk mailings
- Maintain list of volunteers for bulk mailings
- Trust Fund: record all Trust Fund contributions into Trust Fund Binders
- Maintain Church registers for Baptisms, Weddings, Funerals
- Prepare Wedding and Baptismal certificates

SKILLS REQUIRED

- Initiative and personal ownership
- Empathetic and responsive approach when addressing parishioner needs and questions
- High attention to detail, diligence and reliability
- Ability to work collaboratively and independently
- Flexibility and adaptability
- Computer proficiency working with a variety of software applications
- Strong data analysis skills
- Experience with Power Church or similar, preferred