

Position Available at All Saints' Episcopal Church, Frederick MD

Administrative Assistant, Part-time

All Saints' is an historic church in downtown Frederick with a growing, diverse congregation and a thriving, vital campus center. We are seeking an individual with a passion for communications and community to be our new part-time administrative assistant.

If you are called to serve at All Saints', you will work with our clergy and staff to design worship bulletins, monthly newsletters, and other communications. From weekly worship, to fundraisers, events, and speaker series, thousands of Fredericktonians grace our doors each year. Be a part of an amazing parish family, and help get the word out as we share God's love with the world.

Organizational and inter-personal skills are a must – this position is responsible for assembling articles and content from staff and leaders into cohesive publications, and delivering materials by cascading weekly and monthly production deadlines.

The position requires 16-18 hours per week during our regular office hours, which will be set in conversation with your supervisor. You would work in partnership with our Parish Administrator, Clergy, and parish leaders to support our worship and promote events.

A successful candidate for this position should be:

- Skilled in communicating effectively, both written and orally
- Organized with time and project management skills, and a strong attention to detail
- Proficient in Microsoft Office, with experience or willingness to learn desktop publishing software

If you're interested in becoming part of our team, see our full job description for more details.

Visit our website, www.allsaintsmd.org, and our Facebook page, www.facebook.com/allsaintsfredmd. to get a glimpse of our community. Salary range begins at \$12/hour, commensurate with experience. If you have questions, please contact the church office at 301-663-5625 (office), or aturner@allsaintsmd.org. To apply, send resume and references to Alyssia Turner, Parish Administrator, at aturner@allsaintsmd.org or 106 W. Church St. Frederick, MD 21701.

Resumes will be accepted through Sunday, July 7, 2019.