



**Christ
Episcopal
Church**
Valdosta, GA



1521 N. Patterson Street, Valdosta, GA 31602
The Rev'd Hal Weidman, Rector

229-242-5115
rector@christchurchvaldosta.org

Christ Episcopal Church Is seeking an Administrative Assistant

This is a part-time position for twenty (20) hours per week, with a maximum of 960 hours annually. Work hours are Monday-Thursday, 9 a.m.-2 p.m. The church office is at 103 E. College Street. Working with the Rector(Pastor/Priest), paid staff, the Vestry(elected leadership), and committee volunteers, the administrative assistant will maintain the church office, coordinate the parish calendar, create, and prepare bulletins, keep digital records, and work with the bookkeeper to order supplies. The salary is based on skills, education, and experience.

Accurate and professional communication is an essential part of this position. Additional communication job duties include keeping and publishing the parish directory, publishing the weekly online newsletter, keeping parish records, sending Constant Contact emails to members and friends of the parish, and communicating the rotation lists for various volunteers. A complete job description is posted on the Christ Church website at www.christchurchvaldosta.org.

“One of the nicest things people say when visiting Christ Church is ‘that it feels like a holy and fun place.’ I understand that to mean the people visiting with us recognize us as a healthy, joyful, and growing family of Christians in the Episcopal tradition. That is who we are, with God’s help. We believe we are called to give our faith away by word and deed. We are called to be evangelists, to share the story of how Jesus makes a difference in our lives. We are Jesus’ voice, hands, and feet in the world.”--Fr. Hal Weidman, Rector of Christ Church.

Skills and qualifications needed: a high school diploma or higher, secretarial skills, knowledge of computer programs like Microsoft Word, PowerPoint, and Excel, the ability to work independently and unsupervised, the ability to maintain confidentiality regarding church business and pastoral situations, and excellent communication skills.

To apply: please send a resumé including three letters of reference with contact information to the mailing address: Christ Episcopal Church, Fr. Hal Weidman, 1521 N Patterson Street, Valdosta, GA 31602 or by email to rector@christchurchvaldosta.org. This position will remain open until filled. The chosen candidate will be expected to undergo a background check and must complete a drug screen as well as finish the *Safe Church, Safe Communities* course through the Diocese of Georgia.