

**Position:** Office/Administrative Assistant

**Position Type:** Lay Position

**Job Location:** St. Paul's by the Sea, Jacksonville Beach

**Job Status:** Part time

**Schedule:** approximately 26-27 hours weekly, days may vary

<https://spbts.net/>

**The deadline to submit for consideration is March 10.**

**Submit application/resume to: The Rev. Victor Hailey at [fatherhailey@spbts.net](mailto:fatherhailey@spbts.net).**

St. Paul's by the Sea is seeking an experienced Part-Time Office and Administrative Assistant to support the day-to-day operations and communications of our active parish community at the Beaches. We are looking for someone who is organized, steady, people-friendly, and able to juggle a variety of tasks with kindness, discretion, and follow-through. Local candidates are strongly preferred, especially those who live at the Beaches or within a 5-mile radius. This is a meaningful role for someone who enjoys administrative work, communication, and helping a community run smoothly.

Job Responsibilities:

- Create/edit bulletins, newsletters, other communication materials
- Answer phones, responding to inquiries and coordinating calls between affiliated agencies of the church
- Create, update, and monitor master church calendar which includes integrating events from church partners
- Coordinate both internal/external meetings
- Distribute and send correspondence, newsletters, church updates to parishioners
- Communicate at all levels with parishioners and office personnel in a diplomatic, problem solving and constructive manner
- Oversee volunteers - assist in providing data needed on tasks/projects
- Create, update and maintain parish directories, ministry directory, annual reports, parish newsletter, bulk mailings, informational mail-outs (service, wedding, funeral), weekly bulletin, announcements, etc.
- Provide and maintain forms and certificates to those requesting sacraments
- Order and maintain office supplies
- Coordinate and maintain newcomer program with commission head
- Enter Sunday visitors into church database, generate and mail letters to each visitor
- Send Newcomer package to those expressing an interest in joining
- Post and maintain church website
- Other miscellaneous reports, schedules, and tasks, as assigned

Minimum Requirements:

- 3-5 years of solid, consistent work experience as an Administrative Assistant-Overseeing phones, creating/overseeing schedules (volunteers, office personnel, and parishioners), campaigns, handling phones, etc.
- 3-5 years of proficiency in Microsoft Office (Excel and Publisher included)

Preferred Qualifications:

- BBA/AAB- Business
- Experience with Realm Software
- Ability to problem-solve, multi-task, meet deadlines, and communicate effectively with all levels of parishioners and office employees

Additional Information:

- Staff consists of approximately 6 administrative employees, 10 volunteers, with 400 parishioners
- No direct reports to this position