

Executive Assistant to the Pastor

Holy Trinity Armenian Church, Cambridge MA

The Executive Assistant to the Pastor provides support to our priest in his duties leading a parish made up of more than 600 members. This position is a part-time position of 20 hours/week spread over at least 3 days a week in the church office.

This person writes correspondence for the Pastor and the church's trust fund. Additionally, this person proactively anticipates annual events and solicits the Pastor's involvement in decisions that need to be made well in advance of these events, as well as keeping track of the church schedule and informing involved parties of their duties. This person is responsible for all parish administrative preparations for these events, such as annual reports, ballots for annual parish elections, as well as keeping track of when the parish needs to submit documentation to the Eastern Diocese for the annual Diocesan Assembly, and prepares written communications from the parish to the Diocese. This person also prepares communications material for the parish, such as bulletins, invitations, Christmas cards, and event programs, whether for weekly events, annual events, or special events.

Responsibilities:

Communications:

- Write and prepare all correspondence for the Pastor and Trust Fund in consultation with the Pastor, including routine acknowledgment letters requiring the Pastor's signature.
- Coordinate and prepare weekly Sunday bulletins, including requiem lists. Update church's website with the weekly bulletin.
- Prepare annual reports and other documentation (e.g. ballots) for the church's annual assembly
- Prepare and submit parish's annual submission to the Eastern Diocese with minutes, annual reports, copy of ballots, assembly invitation letter, and electronic annual report.
- Maintain records and send letters for annual recurring events
- Design and prepare correspondence, programs, and brochures for the parish's annual golf tournament.
- Design and prepare printed materials (invitations, mailings, programs, booklets, reports, menus, etc.) for the annual stewardship campaign, major annual events (e.g. bazaar, Easter, Christmas, annual banquet, concerts), and other special events.

Calendar management:

- Anticipate upcoming events and check with Pastor well in advance to establish dates so that necessary correspondence, invitations, flyers, and other documents can be prepared and sent out in a timely fashion.

Other

- Assist with other office functions (answering phones, etc.) if needed
- Ability to walk up one flight of stairs
- Ability to lift 30 lbs
- The Executive Assistant to the Pastor is bound to confidentiality and maintenance of individual privacy in sensitive dealings with the Pastor, parishioners, and officials from the Diocese.

Requirements

- Associates' degree or equivalent experience required; Bachelor's or equivalent experience preferred
- 2-3 years of administrative/secretarial experience
- Strong professional writing skills
- Strong organizational skills
- Advanced knowledge of MS Office programs, including Word, Excel, Outlook, and Publisher. Knowledge of AdobeInDesign.
- Ability to become proficient in other software programs as needed in the future (e.g. Constant Contact, Google Calendar, etc.)
- Able to be diplomatic and confidential
- Some experience with graphic design is preferred

Please submit cover letter and resume to Nancy Kasarjian at nancy@htaac.org .