

OPEN POSITION

St. George Greek Orthodox Community

Office Manager Assistant (Part-time)

Provide administrative/financial support to the St. George Community; Church and all its ministries (e.g. Greek and Sunday schools, etc.) Board of Trustees, and the Priest. Duties include general clerical and related work, scheduling of meetings, appointments, house blessings, mailing of periodicals, newsletters, letters to the community, etc. Communicates easily in English and Greek as needed. Projects a professional image through in-person, telephone, and e-mail interaction. Responds to the needs of a large Greek Orthodox Christian Community.

Key responsibilities (includes those shared with the Office Manager)

- Maintain the following:
 - Computer files (i.e. organize and file accordingly)
 - Directories with documents including member databases
 - Forms/Certificates (i.e. Letters of good standing, marriage certificates, etc.)
 - Stewardship reports
 - RU parking database and communications
 - Festival communications
 - Applications (i.e. PowerChurch, Quickbooks, Microsoft Office)
 - Telephone system updates (i.e. phone blasts)
 - “Remind” text message application
- Data entry of financial information:
 - General Ledger entries
 - Accounts payable / accounts receivable processing
 - Produce financial and other reports as necessary
 - Updating software platform
- Point-of-contact:
 - all church organizations and their needs
- Assist the office manager with other day-to-day operations of the office
- Update social media, website and online calendar

To qualify for the role, you must have

- Professional Communication skills
- Efficient typing skills
- Great attention to detail
- Excellent organizational skills
- Discretion with confidential information
- Experience managing or working in the daily office operations of a religious organization
- Bachelor or Associate degree from University/College in related field is preferred
- Proficiency in English and Greek; ability to speak, read and write in both languages, translate between English and Greek, both orally and in written form
- Must be a US citizen or have legal work authorization in the USA; i.e., Green card
- Knowledge of Microsoft Office; including Publisher, related database software, other office software, and telephone protocol
- Computer literate with the ability to learn new software applications

Salary: Hourly, commensurate to qualifications

**Please submit application (which can be found online
at https://www.gocnj.org/assets/sggoc_files/office-assistant-job-posting-july-2021.pdf)**

with cover letter with resume, via e-mail to: frnektar@aol.com

Closing Date: August 15, 2021