Job Posting - Secretary to the Vestry

The Organization: Holy Trinity Episcopal Church

Our Mission: Through Outreach, Care, Diversity, and Tradition, We Share The Faith, Talent, and Resources Given To Us By GOD

The Position: Seeking a mature, responsible professional to provide part-time clerical/administrative support for the Vestry (governing board) of the Church, 16-20 hours/month.

Position name: Recording Secretary to the Vestry

Pay range: $15.00 – 18.00/hour

We offer flexible scheduling outside of regular or planned meetings, (Minimum participation, at least one Sunday/Month)

Requirements:

• 2-3 years Clerical/Administrative support work experience (Church, parish work experienced preferred)
• Proficiency in Microsoft Office Suite (example- Word, Excel, PowerPoint)
• Effective communication skills
• Good organizational skills

Responsibilities:

• Record minutes of all regular and special vestry meetings and distribute them in advance of the following meeting.
• Take care of all vestry communications.
• Maintain all vestry records are properly maintained (working with the Parish Administrator).
• Sign legal documents as assigned by the Vestry.
• Assemble packets of minutes, bylaws, and other background materials.
• Set up and organize meeting room.

The Location: 3745 Kimball Avenue, Memphis, TN 38111. Close to South Campus, University of Memphis, and public transportation.

Call or send letters of interest to Ty Legge, Administrative Assistant

holytrinitymemphis@yahoo.com or 901 743 6421