

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