



## Administrative Assistant

### OVERVIEW

This role assists with the day-to-day operations of the church office, areas of ministry and may also include assistance with Holy Cross Island School at our Sullivan's Island campus.

### RESPONSIBILITIES

- **Assist:** Be open and available to assist other office staff in ministry and administrative tasks in the office.
- **Calendar:** Help to maintain the various calendars for the church ministry and school.
- **Room Reservations:** Make sure that rooms have been booked for various church, HIS School and outreach events.
- **Attendance:** Collect sign-in sheets from all services and record attendance weekly in Rock's attendance metrics.
- **Connections:** Manage all incoming Connection requests and follow-up with those either by email or phone call. Assign any that need clergy follow-up or other coordination. These connections would include baptisms, letter transfers, confirmations, 1st time visitors, etc.
- **Membership:** Greet visitors in person and through email, track visitors and attendees, Discovering Membership invites and events, Newcomers dinners, new member and transfer paperwork, baptism coordinator.
- **Prayer List:** Maintain prayer list in Rock making sure all are current and being prayed for. Coordinate the prayer team and assign prayer requests with those on the team. Also, manage Sunday's prayer sheet for clergy for services.
- **Pastoral Care:** Manage Pastoral Care in the Rock module to ensure care items are entered, approved and assigned to clergy. Make sure that people are cared for and properly closed out or followed up with.
- **Shared Administration:** answer phone, greet visitors, keep up staff calendar, tasks for priests, answer info emails, communion, birthday and other staff celebrations.

This position reports to the Director of Operations and is part-time (9:00 AM-2:00 PM) Monday through Thursday. Benefits include one week of PTO, the week between Christmas and New Year's off with pay, birthday off with pay. If interested, please apply to [jobs@holycross.net](mailto:jobs@holycross.net).