

**ST. ANN CHURCH
POSITION ANNOUNCEMENT**

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

St. Ann Church, a parish of approximately 450 families located at 5101 Charlotte Avenue in Nashville, TN, is seeking candidates for the position of Receptionist/ Administrative Assistant. This is a part-time position, 18 hours per week. Work schedule is Monday, Tuesday, Thursday, and Friday from 9:30am to 1:30pm.

Primary functions of this position are to respond to greet and direct visitors, answer telephone and direct calls and take messages, prepare routine outgoing correspondence, review and respond to parish email, schedule use of parish facilities, prepare weekly bulletin, prepare liturgy guides for special events, monitor supply inventory and order as needed, perform copying tasks, prepare announcements and Mass intentions for weekend Masses, maintain filing system and file documents, prepare calendar of Mass intentions, prepare and order flower memorials, and other general parish office support duties.

Education/Experience:

- High School diploma; college degree preferred
- Prior secretarial office experience
- Prefer candidate with experience working with cross cultures

Other Skills or Requirements:

- Good communication and interpersonal skills
- Detail-oriented with excellent organizational skills
- Self-starter with ability to work independently and use good judgement
- Intermediate level computer skills with ability to use email, internet, and Microsoft Office software applications such as Word, Excel, PowerPoint, Publisher, and email
- Prefer candidate with experience using Parish Data Systems
- Knowledge and ability to use office machines such as copier, scanner, etc
- Knowledge of and appreciation for the Roman Catholic faith
- Satisfactory completion of criminal background screening

Competitive pay based upon qualifications and experience. Resume will be accepted by email only. No phone calls. Email resume and cover letter to: churchoffice@stannnash.org.

POSTING DATE: December 5, 2017

DATE AVAILABLE: January 15, 2018