

The Episcopal Church of the Cross
Office Administrator; Part-Time
Position Description
Ecclaketravis.org
512-695-2803

Overview:

The Episcopal Church of the Cross is a new community of faith located in Western Travis County. The congregation gathers weekly for worship and children's ministry at the Serene Hills Elementary School, and serves in the community throughout the week. Approximately ninety people are part of Church of the Cross.

The Position:

Church of the Cross seeks a part-time Office Administrator. The Office Administrator assists the pastor and congregation with Sunday preparations, communication throughout the week, website maintenance, social media, and various special projects.

This is a part-time position of ten to fifteen hours/week. The Office Administrator works from home, and work schedule is flexible. Compensation is competitive.

Technical Skills:

- Proficiency in Word; Powerpoint (or Keynote); Mailchimp; WordPress.
- Experience with various social media platforms.
- Data base management.
- A careful eye and attentiveness to detail.

Interpersonal Skills:

The Office Administrator will engage regularly with members of the congregation and the broader public. Pastoral sensitivity is an immensely valuable attribute for someone serving in this position.

Church of the Cross has no building; has no office; and stores all of its Sunday materials in a trailer. Surprises are not uncommon. The abilities to laugh easily and go with the flow are a grace to the person serving in this position, and all with whom they will work.

The Office Administrator will be certified in the Safeguarding God's Children and Safeguarding God's People programs of the Episcopal Diocese of Texas.

For more details or to submit a resume:

Please be in touch with Paul Johnson, Vicar of the Episcopal Church of the Cross, at paul@ecclt.org.