

Administrative Assistant Job Description

Christ Church Cathedral

Schedule: Monday, Tuesday, Thursday | 10:00 a.m. – 2:00 p.m., in-person (not hybrid work schedule)

If you would like to apply or learn more, please send a letter of interest and resume to Melissa Petrey at mpetrey@ccclex.org and reference “Administrative Assistant” in the subject line. No phone calls, please.

Position Summary

Christ Church Cathedral is seeking a dependable, organized, and service-oriented Administrative Assistant to support daily church operations, staff, volunteers, and ministry activities. This position serves as a key liaison between staff, volunteers, parishioners, and visitors, helping ensure smooth communication, efficient coordination, and a welcoming environment for the Cathedral community. The ideal candidate is detail-oriented, personable, comfortable with technology, and able to manage multiple responsibilities in a calm and professional manner.

Essential Responsibilities

- Manage the postage meter and coordinate bulk mailings.
- Serve as the Praesidium Abuse Training Coordinator, including tracking compliance, coordinating training, and maintaining required documentation.
- General Correspondence
- Prepare and distribute name tags for parishioners, visitors, and events.
- Coordinate homebound mailings and other outreach correspondence.
- Reset and prepare the Nave as needed for services and events.
- Order and maintain office, worship, and hospitality supplies.
- Coordinate and support the annual Summer Reception and other special events.
- Wash, maintain, and organize Cathedral tablecloths and linens.
- Ensure campus signage is updated and changed regularly.
- Maintain Student Life Handbooks, baptism certificates, and event logs.
- Schedule and coordinate volunteer teams, including ushers for Sunday services and special events.

- Monitor and maintain the security schedule, ensuring shifts are covered and communicated appropriately.
- Distribute Friends of Music correspondence and email communications.
- Monitor inventory and maintenance needs for the large-format printer, including paper, toner, staples, and cartridge returns.
- Assist with bulletin production, including monitoring print jobs, reloading paper, and troubleshooting routine printer issues.
- Provide administrative support to clergy and staff as assigned.
- Welcome visitors and answer phones, emails, and general inquiries in a professional manner.
- Perform other administrative and operational duties as assigned.

Qualifications

- Strong organizational and time-management skills
 - Excellent written and verbal communication skills
 - Ability to work independently and manage multiple priorities
 - Proficiency with Microsoft Office, email systems, and database software
 - Experience with Realm or similar church management software preferred
 - Strong attention to detail and commitment to confidentiality
 - Friendly, professional, and service-oriented demeanor
 - Ability to work effectively with staff, volunteers, and parishioners