

**Position: Administrative Assistant for St. Mark's Episcopal Church & La Guadalupana de Wilson**

**Responsibilities:**

- Provide comprehensive administrative support to the congregations and its clergy.
- Efficiently manage office operations, ensuring smooth and organized workflow.
- Serve as a bilingual liaison (English/Spanish) for both internal and external communications.
- Develop, implement, and oversee social media strategies to enhance community engagement.
- Design and distribute newsletters, bulletins, and other communication materials.
- Collaborate with the priest to organize and execute stewardship campaigns and other church events.
- Maintain confidentiality of sensitive information and uphold the values of the congregation.

**Qualifications:**

- Proficiency in both English and Spanish.
- Strong organizational skills and attention to detail.
- Experience with social media management and content creation.
- Ability to work independently and as part of a team.
- Commitment to the mission and principles of the congregation.

**Compensation:**

-15 hours a week at \$25 an hour.

This role is pivotal in fostering a welcoming and connected community, both online and within the congregation. The ideal candidate will be a proactive, compassionate individual dedicated to supporting the spiritual and administrative functions of the church.

To apply, send resume and cover letter to [revdanielpinell@gmail.com](mailto:revdanielpinell@gmail.com).