



Christ Episcopal Church

M O U N T P L E A S A N T

Administrative Office Support

We are seeking a detail-oriented Administrative Office Support person to join our team. The ideal candidate will provide support to ensure efficient operation in our office environment.

Located in Mt Pleasant, Christ Episcopal Church is a growing church community. Our property consists of 24 acres, an historic Church and cemetery, our Main Church and our Day School.

The ideal candidate will be courteous and professional, have proficient computer skills and the ability to problem solve on the fly.

Duties:

- Answer phone calls and walk ins to the office
- Serve as the point person for campus and building repairs, contacting our service vendors and coordinating repair jobs.
- Manage the database for our Cemetery and handle inquiries and plot/niche purchases.
- Serve as the point person for facilities use and HVAC scheduling
- Set up for Sunday service in the Main Church
- Order janitorial, event and office supplies as needed
- Maintain Sunday Hospitality Hour & Flower Donation signups
- Create & maintain a vacation spreadsheet for employees

Requirements:

- Proficiency in basic computer skills including Excel and Word
- Excellent customer service skills

Join our team and enjoy a friendly, collaborative work environment where your skills are valued and support is abundant.

Job Type: Part-time

Pay: \$21 per hour

Pension: Lay pension of 5% with possible matching of additional 4%

Expected hours: 20 per week

Schedule: 9 a.m. – 2 p.m. Monday to Thursday

Work Location: In person

Applicants send resume to office@christepiscopalmtp.org.