



Part-Time Church Secretary wanted at St. Anthony's Greek Orthodox Church, Vineland, NJ

Our community needs a Church Secretary who will be able to coordinate the following parish activities:

- ☐ Prepare meeting agendas and file meeting minutes for future reference.
- ☐ Provide administrative support to the priest and Parish Council, and maintain databases of religious activities (e.g. weddings, baptisms, funerals).
- ☐ Manage database of church membership and donors including birthdays and anniversaries
- ☐ Coordinate with the priest to ensure that all church activities are carried out according to schedule.
- ☐ Help the Parish Council Treasurer with the church's finances, recording contributions and keeping track of expenses.
- ☐ Manage office operations by answering phones and scheduling meetings with parishioners
- ☐ Provide support in managing the church's website and Facebook site.
- ☐ Help with coordinating volunteer activities within the church community.
- ☐ Good use of the computer and familiarity with the relevant software is essential.
- ☐ Knowledge of Greek is desirable.

The position will be open on a part-time basis. Approximately 10hour /week obligation.

Please contact the President (Peter Sideris, 1-856-905-7458) or the Treasurer (George Papamihalakis, 1-856-498-9265) of the Parish Council for further details (salary etc.).

