

# Ministries Coordinator/Receptionist

Part time, 19 hours per week, Monday-Friday, 10-2pm, and some Sunday mornings. Job will provide support and assistance to the Rector and church leadership. **Coordination with 10 Lay Ministries** (anticipate needs, weekly check-ins, scheduling, record keeping). **Receptionist** (answer phones, receive visitors, maintain calendar.) **Secretarial** (copying, production/mailing, minutes, supplies.)

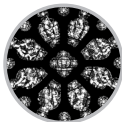
**Qualifications:** Bachelor's Degree with 3-5 years professional experience and/or directly related experience.

**Competencies:** Highly organized and detail oriented. Strong verbal and written communication skills. Team oriented and flexible. Proficient in Microsoft Word, Excel, and PowerPoint.

*Please send cover letter, resume, and hourly rate requirements in confidence by August 17 to:*

All Saints' Episcopal Church, ATTN: Sandi  
51 Concord Street, Peterborough NH 03458

*Or via email to:* [admin@allsaintsnh.org](mailto:admin@allsaintsnh.org)  
subject line: Ministries Coordinator/Receptionist



## All Saints' Episcopal Church

*Where the mystery of faith is celebrated.*

The Reverend Jamie L. Hamilton

[allsaintsnh.org](http://allsaintsnh.org)