

# *Historic* ST. LUKE'S CHURCH

## Office Assistant

**Posting Date:** 10/18/2018

**Closing Date:** Open until filled

### **Location:**

Historic St. Luke's Restoration, doing business as St. Luke's Historic Church & Museum, in Smithfield, Virginia. HSLR interprets the early American pursuits of religious freedom and separation of church and state as imbued in the 1<sup>st</sup> Amendment of U.S. Constitution. HSL stewards and exhibits the church building, local artifacts, and stories that are important in explaining the site's place in U.S. history. HSLR is a private, 501(c)(3) non-profit education and cultural history institution and does not receive any federal, state, or municipal funding.

### **Schedule and Compensation:**

Part time 24 hours per week at \$11 per hour

### **Purpose:**

We are seeking a highly organized office assistant to assist with daily administrative operations. The office assistant will work closely with other members of the administrative team providing support in a variety of areas. The ideal candidate is a detail-oriented self-starter who possesses excellent organizational and time management skills. The office assistant must also be committed to providing outstanding customer service.

### **Qualifications:**

- 1) Associates degree or equivalent experience.
- 2) Experience as an office assistant or equivalent experience in a related field.
- 3) Excellent written and verbal communication skills.
- 4) Must demonstrate computer literacy and proficiency in MS Office Suite and other database systems for office management. Experience in Adobe Creative Suite a plus.
- 5) Must be available to work occasional weekends to assist with events with advance notice.
- 6) Must be comfortable working in a fast-paced environment.

### **Responsibilities:**

- Handling incoming telephone calls and other communications.
- Greeting visitors and guests as needed.
- Assisting customers in the gift shop by processing sales and answering general questions.
- Utilizing office equipment such as the photocopier and the computer. Must be comfortable with word processing, data entry, and research tasks, etc.
- Receiving and distributing communications; collecting and mailing correspondence; photocopying documents, etc.
- Helping to organize and maintain office common areas.
- Performing other general office clerk duties and errands as needed.

- Assisting with event coordination as necessary.
- Maintaining supplies by checking stock to determine inventory levels; anticipating requirements; reporting shortages; verifying receipt of orders; stocking items; delivering supplies to appropriate team members.
- Performing other office and/or clerical duties as assigned.

**Selection Process:**

HSLR wishes to select, interview, and hire a successful candidate to begin by December 1<sup>st</sup>, 2018. Please submit all interest letters, resumes, and three professional references directly via email to Kymberly Cardullo, Executive Assistant, at [kcardullo@historicstlukes.org](mailto:kcardullo@historicstlukes.org) with subject of "Office Assistant Position." No phone calls accepted.