



Holy Cross Anglican Church

holycrossabilene.com

*"A traditional fellowship committed to **worship God, serve others, share the gospel, and grow disciples** in the transforming love of Jesus Christ."*

Administrative Assistant Position

Overview: Holy Cross Anglican Church is seeking a part-time administrative assistant. This position will provide crucial support to our weekly parish operations, working in collaboration with our priest.

Responsibilities include:

- formatting and printing Sunday service booklets, Scripture leaflets, and other promotional material
- checking/answering emails
- designing and sending our weekly parish email
- keeping our parish directory up-to-date
- designing and formatting additional outreach and promotional materials (both print and online)
- assisting with keeping our website and social media accounts up-to-date
- occasional purchasing of supplies (online)

Requirements: The ideal applicant will be proficient in (or be able to be trained in) the following:

- organizational skills
- communication skills
- ability to work independently
- careful editing skills and attention to detail
- using word-processing software
- email
- printing
- designing graphics and promotional material as needed
- basic facility with online creative software

Schedule and Compensation: Part-time (~5 hours per week [1-2 days each week]). \$15/hr.

Location: Holy Cross Anglican Church—3232 S. Willis St., Abilene, TX 79606

How to Apply: Interested candidates should submit their resume and a brief cover letter to Fr. Bryan Stewart (fr.bryan.stewart@gmail.com). Applicants need not be Anglican, or a member of Holy Cross, but should be a Christian, a faithful member of their own congregation, and be supportive of the ministry at Holy Cross. More information about our church and diocese may be found here: holycrossabilene.com and <https://adfw.org/>. Additional questions about the position may be directed to Fr. Bryan at the email above.