

Church of St. John the Evangelist
60 Kent Street, St. Paul, MN 55102

Administrative Assistant – Job Description

Overview

Provide administrative and clerical assistance for the Executive Administrator, Rector, staff, Vestry and its committees. Maintain, and where necessary develop, systems for quality record keeping and efficient running of the office. Build positive relationships with staff, parishioners, and guests in order to serve the administrative needs of the parish. This position is budgeted for 6 hours per week, office hours as agreed with supervisor, and reports to the Executive Administrator.

Responsibilities

Including, but not limited to:

- Staff the front desk; answer the telephone and greet visitors, respond to enquiries as able or take messages and ensure they are communicated to the appropriate person for follow up, present a welcoming and helpful office.
- As made aware, pass on names of parishioners who are hospitalized or have pastoral need to clergy and appropriate lay leaders.
- Acknowledge memorial gifts to the family and the donor.
- Assist with scheduling use of building and event planning.
- Establish a tickler file to point out seasonal duties and recurring tasks.
- Support the running and vendor maintenance of all office machines, telephone and computer systems.
- Maintain comprehensive electronic and physical filing systems for all church and office records.
- Process incoming and outgoing mail; maintain postal accounts and supplies.
- Order office supplies, within office budget.
- Reconcile petty cash monthly.
- Maintain updated membership records.
- Process member transfers.
- Prepare sacramental certificates and record life events in membership records.
- Maintain parish canonical register.
- Maintain Safe Church compliance records and register people for classes.
- Assist Executive Administrator as requested with ad hoc projects.

To Apply

Send cover letter and resume to Sarah Dull at church@StJohnsStPaul.org.