

Holy Trinity Episcopal Church
1636 Van Buren Avenue, Saint Paul, MN 55104
<http://www.holytrinityepiscopalmn.org>

Part-Time Administrative Assistant

Holy Trinity Episcopal Church, a merged congregation of two historic African American Episcopal Churches (St. Thomas in Minneapolis and St. Philip's in Saint Paul), is a member parish of the Episcopal Church in Minnesota.

Holy Trinity is seeking a part-time Administrative Assistant for the church office to ensure efficient day-to-day operation of the office and support the work of clergy and other church leaders.

Position Title: Parish Administrative Assistant
Hours of Work: 10 AM to 3PM, Tuesday to Friday
(Part-time 20 or more hours per week, core hours negotiable)
Education: Associate degree or higher
Starting Pay: \$16 per hour
Reports to: Priest-in-Charge
Appointment Date: As soon as possible
Date Posted: 07/18/2018
Closing Date: Open until filled

Primary Duties and Responsibilities include:

Finance:

- Bookkeeping (pay invoices as authorized by Treasurer, conduct monthly operating account reconciliation, prepare monthly financial statements, maintain an orderly filing system, maintain chart of accounts, assist with processing payroll and payroll tax return)
- Work closely with the Finance Committee to help prepare and monitor budget.
- Contributions (input annual pledges and weekly contributions manage electronic giving, provide accurate mid-year and year-end contribution statements)

General Clerical

- Database (maintain parish database, enter new members, update records as needed)
- Maintain hard copy and electronic filing system.
- Manage incoming mail and packages, distribute appropriately
- Research, price, and purchase/lease office furnishings and supplies
- Maintain adequate inventory of office supplies (paper, toner, etc)
- Set up and coordinate meetings as needed
- Prepare weekly church bulletins, announcements, special bulletins and funeral bulletins
- Assist in preparing meeting materials (monthly vestry meetings, quarterly and annual parish meetings, and committee meetings as needed)
- Assist Stewardship campaigns (produce brochures, pledge cards, letter, etc.)

- Collect, organize and forward monthly newsletter content to Graphic Designer
- Create, maintain, and update calendar of events as needed.
- Typing, photocopying, scanning, emailing, mailing, faxing, and filing
- Support Treasurer, Wardens and Vestry (typing and distribution of minutes, agendas, financial reports, etc.)
- Support Clergy and committees in assigned project-based work (special programs and events, fundraisers, stewardship campaigns, etc.)
- Help complete annual Diocesan Parochial Report
- Prepare reports for any of the groups or ministries when needed

Other

- Establish and maintain professional working relationships with co-workers
- Familiar with or willing to learn Episcopal Church Structure and language
- Attend monthly Vestry meetings and serve as Vestry clerk (record minutes)
- Occasional flexible hours with compensated time as needed, as negotiated with Priest-in-Charge
- Other duties as assigned.

Minimum Qualifications:

- Demonstrated leadership
- Strong oral, written, verbal and interpersonal communication
- Strong integrity, honesty and ability to maintain confidentiality
- Ability to take initiative and manage multiple competing deadlines
- Ability to work independently
- Proficiency with Microsoft office products, experience with accounting software
- Bookkeeping experience
- Reception experience (able to maintain a friendly and professional presence in person, on telephone, email and written correspondence)
- Ability to create and modify documents using Microsoft word and Excel
- Ability to manage, organize, and handle details accurately
- Minimum 3 years of office experience

Preferred Qualifications:

- Experience in a church or other ministry setting
- Ability to manage and update church website
- General finance and accounting experience
- Experience using Servant Keeper and Parish Soft Accounting
- Ability to multitask and demonstrate collaborative work style

How to apply:

- Send cover letter, resume and three (3) references to holytrinityepiscopal@q.com or mail to:

Holy Trinity Episcopal Church, 501 Dale Street North, Suite 201
Saint Paul, MN 55103-1914