

POSITION DESCRIPTION

Revision Date 3-2-17

Position Title: Parish Administrative Assistant

Position Summary (This information may be used for posting or advertising the position.)

The Parish Administrative Assistant provides a welcoming environment for members and visitors during office hours and manages the daily operations and requirements of the parish. This position reports to the Pastor and is the main contact for all administrative and relational aspects of our congregational life. The position is part-time, not to exceed 25 hours per week.

** Role expectations are the essential functions and accountabilities of the role (core competencies) that describe minimum physical or mental skills and abilities fundamental to the position.*

Role Expectations

- Serve as a welcoming and helpful presence for all who contact the church whether by phone, email or in person during office hours.
- Provide administrative support to the Priest. This position does not provide administrative support to other staff, parish leadership or membership.
- Create and produce three separate weekly Worship Aids with prayers, readings and music. Additional Worship Aids are created for Holy Days, funerals and other special occasions, when needed.
- Create and produce a weekly Nativity Announcement sheet containing timely information and announcements to communicate to the parish.
- Produce special program brochures as needed (Lent and Advent Booklets, for example).
- Manage office functions to ensure all administrative tasks are carried out in a timely and efficient manner; these include, but are not limited to:
 - Maintain parish calendar: Schedule of various events, meetings, and ministries happening throughout the week and weekend.
 - Manage and coordinate building space requests by outside groups, parish teams, ministries and programs
 - Maintain office equipment and equipment contracts
 - Order office supplies and paper
 - Collect & distribute mail
 - Keep and maintain attendance records
- Coordinate with the Buildings and Grounds team, regarding needed building repairs and maintenance needs.
- Support and coordinate visiting and new members, member transfers, baptisms, and weddings.
- Maintain communication with the Episcopal Church in Minnesota's Office of the Bishop
- Schedule, train and supervise office volunteers.
- Attend weekly Staff meetings.
- Develop, update and maintain parish policies in regards to funerals, weddings, outside group requests, space rentals, and office procedures.

Minimum Qualifications to fulfill position responsibilities.

Education:

Minimum Education

What is the minimum level of education needed to perform this job, if any?

2-year degree; or minimum of 2 years of experience in church office assistant role or related role

Preferred Education

What level of education is preferred for this job, but not required?

2-year degree

Experience:

Minimum Experience

What is the minimum level of experience needed to perform this job, if any?

At least 3 years of strong, relevant administrative and/or office management experience, preferably supporting a non-profit or a high-level executive

Preferred Experience

What level of experience is preferred for this job, but not required?

3 years of office assistant experience

Additional Requirements:

List position requirements not described above (e.g., computer hardware/software, other office equipment, laboratory equipment, prior supervisor experience, etc.)

-Experience with Microsoft Word and Excel programs. Use of Google docs, Dropbox and webpage maintenance a plus.

-Familiarity and comfort with the Internet; Web communications is essential to this role.

-Strong organizational skills.

-Strong verbal communication and written communication skills.

-Work independently.

-Ability to be flexible and multitask.

-Maintain confidentiality.

-Show compassion and enthusiasm, with a gift for hospitality.

-Strong attention to detail.

Special Considerations (list unique elements of this position, if any)

Due to differences in scope of care, practice, or service across settings, the specific experience required for this position may vary.

Job title to which this position typically reports:

Priest