

Position Description

Position: Part-time Missional Support – Management **Reports to:** Missioner for Management

Status: Part-time, nonexempt **Approved by / date:** BP 7/12/16

Summary of Position:

The Part-time Missional Support for Management is a role that provides administrative and program support to the Missioners of the Management cohort, while working with other two other Missional Support to provide reception, hospitality, and general administrative support for the Missioner Team. S/he must be a team player, able to develop a ministry of hospitality and service that includes communicating and interacting with a broad range of individuals and constituencies.

This Part-time Missional Support for Management requires strong business acumen, organizational skills and ability to work with confidential information.

Essential Duties and Areas of Responsibility:

1. Team Specific Responsibilities - Management
 - Supports the organization and logistics of Episcopal Church in Minnesota (ECMN) events
 - Supports and manages ECMN database
 - Composes routine correspondence
 - Supports the administration of routing accounting, operations and facilities maintenance
2. Team Coordination and Administrative Support
 - Supports team meetings, group calendars, agenda, and meeting minutes
 - Supports program specific event planning and registration
 - Supports communications, including web content, newsletters, and other marketing materials
 - Supports information distribution (mailings; email correspondence; and other forms of oral, written and electronic communication) for assigned programs
3. Hospitality and General Administration
 - Greets visitors and offers hospitality
 - Directs callers and visitors to the appropriate team member
 - Ensures ECMN offices are well maintained, open, and efficiently organized
 - Provides general office and administrative support, including filing, ordering supplies, and records maintenance

Qualifications

Management-Specific Qualifications:

- Ability to learn business processes and administration
- Ability to multi-task
- Strong writing and organizational skills

- Ability to partner across the organization

General Experience, Education and Skills:

- High School diploma or equivalent experience preferred
- Strong organization, time management and communication skills
- Ability to manage, organize, and handle details accurately
- Ability to maintain confidentiality
- Ability to establish and maintain professional working relationships with a wide variety of individuals
- Proficiency in Microsoft Office and other data management programs
- Familiarity with or willingness to learn Episcopal Church structure and language
- Ability to multitask and be responsible for several projects simultaneously

Attributes:

- Self-starter
- Collaborative work style

Note: The above statement reflects the qualifications, duties and/or responsibilities necessary to describe the position in general terms and cannot possibly set forth every task and expectation of the position. The Episcopal Church in Minnesota seeks to challenge every team member to fully utilize their gifts for service as individuals, and to achieve synergies as a team.

To apply, submit a letter of interest and resume to applications@episcopalmn.org.