

## **JOB POSITION: Office Administrator**

Saint Anne's Episcopal Church

2035 Charlton Road

Sunfish Lake, MN 55118

[www.saintannesmn.org](http://www.saintannesmn.org)

**OVERVIEW:** Saint Anne's is an Episcopal faith community which is part of a larger group of Episcopal churches in Minnesota, collectively known as the Episcopal Church in Minnesota. Saint Anne's celebrates the great and beautiful diversity of God's world and is welcoming and supportive of people of all races, ethnicities, creeds, sexualities, gender-identities, and belief systems. Saint Anne's is committed to the work of justice and peace and strives to be a good neighbor to the surrounding community.

**Position Description:** The Office Administrator is the hub of the community and essentially the public face of Saint Anne's: a welcoming and responsive presence in our church office and a resource point for both members and non-members.

The Office Administrator provides general administrative support to the staff, Vestry, congregation, and any outside groups using the building. This includes communications, data and records management, managing use of church space, supplies and inventory management, supporting church ministries and committees, and light website upkeep and bookkeeping.

Our ideal candidate is warm and welcoming, communicates well, enjoys people, enjoys working independently, enjoys creativity, has strong organizational skills, is detail-oriented.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Welcoming and open, willingness to accept and serve all who come to Saint Anne's.
2. Strong communication skills.
3. Experience with light website design or a willingness to learn.
4. Knowledge of Word, Publisher, and database applications, or a willingness to learn.
5. Organizational skills, including record keeping, calendar, project coordination, and prioritization.
6. Ability to effectively manage workload independently and self-motivate.
8. Ability to maintain confidentiality regarding people and information.
9. Basic knowledge of invoice and purchase order transactions.
10. Light bookkeeping
11. Knowledge of the Episcopal church and/or the general cycles of the church year is a bonus, but not required. It is Saint Anne's policy to seek employees outside the Saint Anne's community.

## **GENERAL DUTIES:**

- Be present in the church office to answer phones, check mail, welcome any visitors, meet with delivery or service people.
  - Monitor office and building needs, schedule servicing as needed.
  - This role is often the only staff present in the building.
- Maintain and coordinate master community calendar.
  - Remain in communication with priest to stay current on church events.
  - Coordinate building use by the community and external groups
- Work with priest to create weekly e-newsletter. Provide paper copies for Sunday distribution and mail to those who do not have email.
- Communication with guests and new members; prepare new member packets.
- Provide administrative support to clergy, vestry, or other committees: making document copies, sending out mailings, assisting with the production of brochures, etc.
- Update community databases as needed. Produce yearly updated directory.
- Light web design; keeping website updated.
- Light bookkeeping for maintaining church financial records.
- Report to payroll-as directed by the Finance Committee.
- Support for Sunday morning gatherings:
  - Printing of bulletins.
  - Printing of children's materials.
  - Coordinate and communicating Sunday ministry schedules
- Assist in recruiting, coordinating and scheduling volunteers as needed for events.
  - Support volunteers who will share the office.
  - Oversee office volunteers on occasion.
- Assist on special projects

## **HOURS & PAY**

- 12 hours per week, generally Monday-Wednesday-Friday from 9 AM – 1 PM
- Some flexibility is asked at times, some flexibility is available as needed.
- \$18/hour with yearly Cost of Living raises

If interested, or to learn more, please send cover letter and resume to:

[office@saintannesmn.org](mailto:office@saintannesmn.org)