

3/28/25

## **Part Time Administrative Assistant at Saint Mary's Episcopal Church**

### **Who are you?**

- You have an eye for detail and are always looking to improve systems and performance.
- You find delight in communicating through a variety of means – including by phone calls, text, email, and social media.
- You're passionate about how logistics, systems, and infrastructure impacts people's lives.
- You are able to work with a broad variety of people.
- You're looking to play a critical role in a collaborative, energetic environment.
- You have the gift of empathy (that's tempered with boundaries) and are able to find the right words in difficult situations.

### **On top of all that, you've got the following skills:**

- ✓ Organization skills: you have a system for keeping track of multiple projects, tasks and deadlines (and it works!)
- ✓ Time management skills: you're able to set priorities and work efficiently.
- ✓ Completion skills: you know the importance of following through, and sharing progress and results with the Rector and folks counting on you.
- ✓ Communication skills: you understand that it's not just what you say, but how you say it.
- ✓ Critical thinking skills: you can anticipate "next steps" and apply small ideas to the bigger picture.
- ✓ Problem solving skills: you like a good challenge and usually figure out a solution quickly.

**And you'll also** use your tech-savvy skills to use Word, Excel, Canva, Box, Trello, Mail Chimp, database functions, and assist with social media.

### **Who are we?**

We're Saint Mary's Episcopal Church, a progressive and affirming multigenerational faith community seeking to be a place for people to be fully themselves. Located in the Merriam Park neighborhood of St. Paul, we have members from across the Twin Cities.

### **How will we work together?**

- Manage the church calendar to ensure events and meetings do not overlap.
- Coordinate logistics for baptisms, weddings, funerals.
- Coordinate space rentals and administrative requests from tenants.
- Support the Rector in carrying out administrative functions (scheduling, expense tracking, document management, and various other projects).
- Support church volunteers with administrative and communication help as they do the work of the church.

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**What else is there to know?**

This is a 18-25 hour a week position. Schedule requires in-person work on Tuesday, Wednesday, Thursday, and Friday in person; beyond that the schedule is flexible and remote work may be negotiated. Compensation begins at \$21/hour.

**Sounds great! How to apply:**

Send resume and brief intro to the Rev. Lindsey Briggs [revlindseybriggs@gmail.com](mailto:revlindseybriggs@gmail.com) with position title in the subject line. No calls please.

Responsibilities include:

*Assist Rector*

- Schedule Meetings
- Manage Safe Church Training Online Platform
- Support Rector with diverse projects
- Proof read documents and communications

*Office*

- Inventory and order office supplies
- Update website and website calendar
- Help Rector design promo materials in Canva
- Execute social media content calendar
- Work with volunteers to manage database: Church360
- Add new people to Weekly Email and Database
- Create service bulletins
- Update and maintain digital and paper files.

*Building and Grounds*

- Oversee calendar, space usage, and scheduling
- Managing short-term and long-term rentals
- Contact engraver for Memorial Wall