

ALL SAINTS EPISCOPAL CHURCH

Northfield, Minnesota

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Reports to:	The Rector
Status:	Part-time, non-exempt (hourly)
Hours:	10 hours per week at the start with the possibility of expansion; schedule is very flexible
Compensation:	\$20-\$22 per hour, commensurate with experience plus approved ministry-related expense reimbursements. Payments will be by direct deposit/ACH and will occur on a schedule as set by the Vestry.
Working Conditions:	This position is based primarily in the church office with flexibility for remote work for tasks such as email correspondence. Occasional attendance may be requested for Vestry meetings or key parish events (with advance notice always being given.)
About All Saints Church	Founded in 1858, All Saints is the steward of the oldest church building in Northfield. We are a diverse, open and affirming congregation grounded in the historic worship of the Church. We are fed by the Eucharist and sent back into the world to love and serve the Lord. We live out our faith through social justice, deep engagement with the local colleges, and being fully embedded in the life of our local community.

Position Summary

All Saints Episcopal Church seeks an organized, personable, and reliable Administrative Assistant to support the day-to-day needs of the parish. This is a newly established, part-time position created in response to the congregation's recent growth. The goal is to centralize administrative and operations tasks currently carried by volunteers from within the parish, freeing lay leaders and clergy to focus on other aspects of ministry, and ensuring the church office runs smoothly, consistently, and welcomingly for the whole parish community.

Key Responsibilities

Office and Administrative Support

- Monitor and respond to the parish's general email inbox and voicemail and route inquiries to the appropriate staff or volunteer leader.
- Maintain the parish calendar, including adding event and meeting details from the bulletin, Weekly News, etc.
- Print and distribute copies of meeting minutes to appropriate mailboxes and file in digital format.
- Track and renew recurring subscriptions (software licenses, memberships, publications, etc.) before expiration.

- Assist Vestry and lay leaders with preparing outgoing mailings and pledge/giving acknowledgements in coordination with the Treasurer.
- Monitor and order office and worship supplies (paper, toner, altar guild supplies, coffee hour items, etc.)
- Assist Rector with preparing for Vestry and Executive Committee meetings.
- Other duties as assigned by the Rector from time-to-time and in consultation with the Vestry.

Facilities and Operations

- Serve as the primary point of contact for scheduling building vendors and contractors (cleaning, HVAC, landscaping, snow removal, copier service, etc.)
- Track facility maintenance needs and follow up on repairs, working with the Junior Warden and other lay leaders on larger projects.
- Maintain a simple inventory and service log for major building systems and equipment.
- Coordinate building use requests, scheduling rooms, tracking table/equipment loans, and confirming set up needs with the requesting group or event lead.
- Maintain key inventory and manage building access for volunteers and outside groups using the space.
- Assist the Treasurer with basic operational tasks such as collecting invoices, obtaining vendor W-9s, and new employee onboarding paperwork, as needed.
- Track Safe Church training compliance for staff and volunteers and send reminders as renewals come due.

Qualifications

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- Strong organizational skills and follow-through; comfortable managing multiple small tasks and priorities independently.
 - Excellent written and interpersonal communication skills; warm, professional manner with parishioners, visitors, and vendors.
 - Proficiency with Google Business Suite (mainly Gmail, Docs, and Sheets); willingness to learn simple church management/database software.
 - Ability to maintain strict confidentiality regarding parish records, pastoral matters, and financial information.
 - Self-starter who can work with minimal day-to-day supervision and communicate proactively with clergy and Vestry.
 - Comfort working within a faith community (with a preference toward experience working within an Episcopal faith community) and a willingness to learn about the Episcopal Church structures and language.

To apply

Interested candidates should send a resume and brief cover letter to Fr. Cody Maynus, Rector, at cody@allsaintsnorthfield.org or drop off application materials at the church office (419 Washington Street, Northfield, MN between the hours of 9:30am and 12:00 noon, Monday through Thursday.) Applications will be reviewed on a rolling basis. All Saints is an equal-opportunity employer.