



St. David's Episcopal Church

Office Assistant Position

Our Mission

At St. David's Episcopal Church, we are devoted to loving and serving God, one another and the world. We honor the dignity and freedom for all to seek God at their own pace, connecting our life stories with the teachings of Jesus. Inspired by the Holy Spirit, we believe our actions transform the world and as a result, we, too, are transformed.

Our Vision

St. David's is a healthy and radically welcoming, Christian community where all feel safe to gather, learn and belong.

St. David's members know and are known by one another and respond with love and compassion to the needs of others.

St. David's, as part of the Episcopal branch of the Jesus movement, sees diversity as a gift from our Creator and aspires to build an expansive and beloved community within our walls and beyond.

St. David's inspires and equips each of us, from young to old, to follow Jesus into a loving, liberating and life-giving relationship with God, each other and creation.

St. David's has a firm financial foundation, for ministries now and for generations to come. Like Jesus, we serve from a spiritual place of abundance rather than of scarcity.

St. David's provides adequate staffing and lay leadership that is aligned with our mission and is sustainable into the future.

Our Statement of Welcome

St. David's Episcopal Church is committed to following Jesus' example of practicing radical hospitality, seeking to find God in all people because they are of sacred worth. We welcome all persons, regardless of gender, race, ethnicity, age, physical or mental capacity, education, sexual orientation, gender identity, socioeconomic or marital status. All are invited as full participants in the life and ministries of our community.

Office Assistant Position Description

The Office Assistant provides hospitality for members and visitors and supports the smooth and efficient functioning of parish operations and ministries. The Office Assistant is a central source of parish information and communication. This position reports to the Rector.

The position requires excellent writing, editing, interpersonal, computer, social media and administrative skills. The position also requires someone who is able to work independently, is detail oriented, flexible, has a collaborative and friendly style. They should have the ability to work both independently and in close collaboration with others and have the capacity to build trusted relationships.

The Office Assistant Responsibilities Include, But Are Not Limited To:

General Accountabilities and Responsibilities

1. Live out the St. David's Episcopal Church's Mission, Vision and Statement of Welcome in all church related interactions, communications, services and events.
2. As part of a team, agree to be accountable and hold others accountable to the staff culture and expectations as defined by the Rector, including: servant leadership, hospitality, trust, adaptation and collaboration.
3. Be familiar with and review all Church Policies including but not limited to Church Key/Access Policy, Building Emergency & Escape Policy, Safe Church Policies, Special Use Agreements such as St. David's Ministries like Families Moving Forward, Kitchen Renter Policies, St. David's School Use, Alcoholics Anonymous, Alanon and Boy Scouts.
4. Maintain Safe Church Training Certification updated every three years, as required and mandated by ECMN including, but not limited to Safe Church for Children & Youth, Vulnerable Adults, Sexual Harassment & Exploitation and other modules as recommended by the Rector and Diocese.
5. Actively participate at St. David's by regularly attending staff meetings, retreats, and other planned meetings adhering to the agreed upon norms of behavior.
6. Be open to feedback and maintain a commitment to being flexible when change or modifications are required in all aspects of this work.

Office Responsibilities

1. Create and send weekly emails (Thursday, Sunday) and other emails as needed, ensuring that those without email receive communications.
2. Work with the Rector to maintain accurate Prayers of the People list.
3. Maintain the church calendar, communicating with the various internal and external groups using the building.
4. Sort mail.
5. Oversee the physical office: photocopier, postage machine, etc.
6. Prepare special mailers and other hard copy communications when requested.
7. Monitor office emails, website requests and other office communications.
8. Produce PowerPoints as needed.
9. Update Website weekly and more often as needed.
10. Serve as liaison and schedule outside groups, eg 12 Step, St. David's Center, ICA, City of Minnetonka and others if requested.
11. Schedule Zoom meetings.
12. Recruit and oversee office volunteers, as needed.
13. Perform other office duties as needed by the community.
14. Assist the Rector and other staff with duties as requested.

Hours: 10-15 hrs/week

Qualifications:

1. Previous office experience required.
2. Strong computer and social media skills are necessary with a willingness to learn new systems as needed.
3. Proficiency in the use of standard office tools (copy machine, postage meter, etc.).
4. Strong organizational skills.
5. Excellent command of English composition and punctuation.
6. An ability to maintain confidentiality and trust.
7. Strong communication skills, both verbal and written.
8. Experience with the Episcopal Church preferred.

Please submit resume with names and contact information of 2 references to staffing@stdavidsparish.org. Applications will be reviewed upon receipt with an estimated start date of May 2022.

March 2022