

## **St. John's Office Assistant**

The Office Assistant is an important entry-level ministry position that supports staff and the smooth functioning of key parish ministries by performing administrative tasks in the office at St. John's. This person will be detail oriented and able to multi-task; be comfortable and familiar working with computers and technology; and be personable, welcoming, and friendly. This person reports directly to the Parish Administrator and indirectly to the Rector. Prior office experience helpful.

### **Hours, Salary and Benefits:**

- 12 hours per week, Tuesday or Wednesday and Thursday 10am – 4pm; occasional additional hours upon prior advance arrangement with Rector not to exceed 15 hours per week
- \$16 / hour
- One week paid vacation per year plus holidays as set forth in the personnel manual

### **Responsibilities:**

- Print bulletins, posters, and other paper communication material
- Answer phones and accept package deliveries
- Track and order office supplies (paper, toner, etc.)
- Process deposits
- Manage visitor and potential new members tracking and follow up
- Prepare new member inquirers class folders
- Maintain baptismal, confirmation, wedding, death records
- Maintain office files and documents
- Manage building security during rentals
- Update and maintain member database, directory, and nametags
- Update general church bulletin boards
- Be a point of contact for vendors and outside contractors as needed
- Help to maintain program calendars
- Staff liaison to copier and folder technicians
- Help to prepare periodic mailings such as pledge drive and Christmas letter
- Attend staff meetings and maintain collaborative relationship with staff and clergy
- Provide occasional administrative assistance to staff and parishioners upon request and as available
- Refer issues that come to the office assistant to the appropriate staff person
- Acquire and maintain Safe Church certification
- Other tasks as assigned

### **Qualifications:**

- Self-starter; able to set, track and accomplish tasks and goals independently
- Comfortable with computers and technology
- Friendly and patient
- Comfortable working alone much of the time

### **To Apply:**

Send your resume and cover letter to the Search committee at [info@stjohns-mpls.org](mailto:info@stjohns-mpls.org) by July 29, 2022.