



## Administrative Assistant

**Position:** Provide administrative support to the Rector and community of St. Michael's Anglican Church.  
**Hours:** Part-time, 10-15 hours/week.  
**Compensation:** \$16/hour

The Administrative Assistant provides administrative support to the Rector and to the ministry of St. Michael's Anglican Church.

### Duties:

#### Office/Clerical:

- Check voicemail and email daily (M-F) and respond or pass along information as required.
- Draft and photocopy weekly Worship Guide and other service materials as needed.
- Produce monthly e-newsletter with content/instruction supplied by Rector.
- Maintain church office (physical and electronic files, office supplies, office equipment).
- Maintain church website, database, and volunteer calendar.
- Process visitor information and contact forms.

#### Financial:

- Log weekly contributions in database.
- Work with Treasurer to produce annual giving reports.

#### Staff:

- Meet weekly with Rector on Wednesdays (her regular day in the office).

### Reports to:

The Administrative Assistant reports to the Rector.

### Qualifications:

- A professed Christian who exhibits a character and lifestyle in keeping with a disciple of Jesus Christ both during and outside of work.
- A high school graduate (college preferred) with administrative experience.
- Pleasant, articulate, and able to interact with vendors, church members, leaders, and staff.

- Excellent communication and organizational skills.
- Discretion and sensitivity in dealing with confidential pastoral and financial information.
- Ability to handle multiple tasks at once, prioritize work, and meet deadlines while remaining flexible enough to reprioritize when emergencies arise (i.e., funerals).
- Proficient with Microsoft Office suite; familiarity with MailChimp and Squarespace a plus; able to learn new programs as needed.
- Must pass a criminal background check and complete a class on sexual abuse awareness.
- Must be able to work in the church office for 3-4 hours each Wednesday. Location and schedule of remaining hours are flexible.

**Benefits:**

15 hours of paid time off (PTO) per year.

**To apply:**

Email letter of interest and resume to [erin@stmac.org](mailto:erin@stmac.org).