

JOB TITLE: Parish Administrative Assistant

ACCOUNTABLE TO: Pastor

HOURS / WEEK: 28

SUPERVISES: Office Volunteers

EMPLOYMENT STATUS: Part-time

If interested, email cover letter and resume to:

staff@stpaul-elca.org or

Staff Search

St. Paul Church

56 Great Hammock Rd.

Old Saybrook, CT 06475

POSITION SUMMARY

As the first point of contact for visitors or callers to the church, the Parish Administrator is the “face of hospitality” for the congregation. Working closely with and under the supervision of the Pastor, the Parish Administrative Assistant provides administrative and facility services for St. Paul’s and the community organizations it supports. This position requires an exceptional degree of professionalism and confidentiality. In addition, ability to work in a fast paced environment where multi-tasking, sound decision making and proven organizational skills are necessary. Strong written and oral communication skills are essential. Specifically, duties include performing or supervising office functions, managing the membership database, preparing and editing church publications, assisting with maintenance of the church web site, coordinating volunteers and performing building management duties. Independent judgment is required to plan, prioritize, and organize a diversified workload in a fast-paced environment.

DUTIES and RESPONSIBILITIES:

Overall Responsibilities: Under the direct supervision of the Pastor; the Parish Administrative Assistant is responsible for the following:

- Support the vision, mission and core values of the congregation
- General receptionist and secretarial duties for our church, pastor, and staff
- Manage office, clerical and worship volunteers and coordinate facility use with Sexton
- Assist the Pastor in developing and implementing the annual church calendar
- Maintain files of official church records and documents

Specific Responsibilities

- Answer phones, make appointments, and receive visitors, sort and distribute mail
- Prepare mailings and paperwork, (with volunteers as needed) deliver to P.O., upkeep postage machine
- Check E-mail daily, forward or copy and distribute to appropriate persons
- Type correspondence and other materials for Pastor
- Obtain, assemble, prepare, and edit information for various parish publications, including he newsletter, email weekly updates, website, bulletins, announcements, and other communications.
- Organize, edit, run, and assemble bulletins for all worship services (weekly, seasonal & special)
- Assist the pastor in developing and implementing the annual church calendar
- Maintain master calendar recording all church and community activities, scheduling the use of the facility, maintaining building use contracts and resolving any scheduling conflicts

- Schedule, give instruction and coordinate all outside groups use of building and grounds, including receiving and tracking payments for building usage and key pick up and return
- Recruit, schedule, notify and send weekly reminders to individuals who are scheduled to assist during services.
- Post all church-related data into the appropriate software, church data files, and other records in a timely manner to ensure that all church records are currently up-to-date
- Process, deposit, and acknowledge receipt of gifts to memorial funds in a timely manner.
- Provide limited secretarial support to church committees
- Contact office equipment vendors when maintenance/repair is required
- Maintain prayer requests lists, keep current
- Inform press volunteer of special church events and general interest articles
- Maintain and monitor office and church supplies, equipment and other supplies
- Post current calendar of events at the bulletin boards and keep display neat in appearance
- Keep Sexton informed of all scheduled activities at the church
- Prepare Annual Report coordinating with all committees/individuals who provide material for report
- Respond to synod requests for student searches, leadership directories and reports
- Prepare all certificates (baptism, early communion, confirmation, marriage, new member)
- Keep Narthex area, church office, and workrooms neat and orderly
- And other duties as assigned by the pastor, or in the absence of the pastor, the pastor's designee

KNOWLEDGE, SKILLS AND ABILITIES:

- A strong commitment to the Christian faith preferred
- Self-starter and a team player
- Must have the ability to assist church members and community members with concern and empathy, using an appropriate level of respect, confidentiality, and privacy
- Position continually requires demonstrated poise, tact, and diplomacy
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation and use of Internet
- Must pay close attention to detail in composing, typing and proofing materials
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands and interruptions
- Must consistently demonstrate the ability to respond to changing situations in flexible manner in order to meet current needs, such as reprioritizing work as necessary
- Maintain positive attitude and sense of humor
- Willing to utilize continuing educational opportunities for professional development and personal enrichment

REVIEWS:

- 90 day review from date of hire conducted by the Pastor and/or another designated party made by Pastor
- Annual review to be conducted during the month of hire each year hire conducted by the Pastor and/or another designated party made by Pastor
- Annual review with the Mutual Ministry Committee for the purpose of mutually evaluating work performance, staff relationships, and the church environment. The committee also acts as a "sounding board" to discuss any difficulties arising in staff relationships or in relationships with the congregation

TRAINING: Additional and/or necessary training deemed appropriate, is first approved by the Pastor and funding for the training would be either paid by the church's general operating budget and/or a special request for funding would go before the Financial Committee for approval.

COMPENSATION: 26K Annually

VACATION: Two (2) weeks per calendar year