



# All Saints

PRESBYTERIAN CHURCH

**Administrative Assistant** (to apply, send resume and references to [staff@allsaintsmsp.org](mailto:staff@allsaintsmsp.org))

## GOAL OF POSITION

To support the life and ministry of All Saints by assisting the Church Administrator in carrying out the various administrative needs of the church.

## REPORTS TO

The Administrative Assistant reports directly to the Church Administrator, though various responsibilities will be cross-functional and work with different leaders.

## KEY RESPONSIBILITIES

- Produce Weekly Worship Materials: Note, these responsibilities are time sensitive
  - Print the bulletin and all worship materials (3 hours weekly)
- Maintain Church Website
  - Update announcements and events for the life of the church
  - Update website content (text and photos) as needed
- Assist Church Administrator in managing volunteers
  - Help the Church Administrator with the logistics of creating the quarterly volunteer schedule
- Manage Church Data
  - Update membership records in Breeze to reflect current makeup of the congregation
  - Update volunteer and event information in Breeze as needed
  - Update church calendar on a regular basis (½ hour weekly)
  - Organize and update all church documents on Google Drive
  - Manage contacts, content and permissions for Google Groups, MailChimp, Google Drive, Breeze, Calendars, etc
  - Archive older church documents on Google Drive
  - Keep CCLI licensing and compliance current
- Assist Elders in the Work of Parish Councils
  - Track phone calls and visits made and create a monthly report for the Session
  - Maintains google forms used by parish care team members to record data from calls/visits
  - Presents updates on work of the care teams at parish council meetings
  - Assists church elders as needed in leading the care teams on the parish council
- Maintain Building and Office Supplies
  - Tidy the building weekly and restock supplies as needed
  - Purchase office, communion, kitchen, and building supplies as needed
  - Purchase church merchandise (mugs, pens, stickers, one off printing projects, other misc promotional items) as directed by the Staff
  - Prepare the worship space for Sunday mornings (1.5-2 hours weekly)
  - Manage the church Lost & Found
- Support Church Staff
  - Participate in weekly staff meetings (1.5 hours weekly)
  - Support the Church Administrator with specific tasks as needed
  - Plan, organize, and run yearly calendar meeting with all Ministry Leaders

## TIME REQUIRED AND COMPENSATION

These responsibilities can typically be accomplished in 10-15 hours per week, and the position is currently a salaried half-time employee of All Saints Presbyterian Church. Wage is \$22-32 per hour depending on qualifications and experience. Health benefits and PTO are also included.

## QUALIFICATIONS AND SPECIAL SKILLS

Strong communication and organizational skills, experience in copywriting and computer proficiency. Ability to manage multiple projects and adapt when there are competing priorities. Familiarity with CMS software, the Google Suite, MailChimp, Canva, and desktop publishing or design is strongly preferred.