



## JOB DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT

DATE: AUGUST 2, 2021

SUPERVISOR: THE RECTOR

GRADE: HOURLY

HOURS: 9 AM TO 3 PM MONDAY THROUGH THURSDAY

APPROX. 24 HOURS WEEKLY

### SUMMARY OF FUNCTION:

The Administrative Assistant we seek will be the “public face” of St. Timothy’s and will embody our Mission Statement: *to radiate Christ's presence through worship, care, and service.*

The individual in this position is responsible for creating a warm, welcoming atmosphere by offering all parishioners, staff, visitors, and vendors exemplary holy hospitality. He/she will oversee the smooth functioning of the church office and will support the staff and ministry heads with their administrative needs in a cheerful and timely manner. The successful candidate will, by word and example, always remind visitors that they are created in the image and likeness of God.

### QUALIFICATIONS:

The successful candidate must demonstrate competence in performing a wide range of office tasks and must be well organized, mature, and self-directed. A basic understanding of the culture and values of the Episcopal Church would be helpful, but a willingness to learn is acceptable. The ability to deal with people in a respectful and caring way is essential. The ability to maintain the confidentiality of privileged information is mandatory.

All candidates must have a working knowledge of Microsoft Office and Google programs and a facility with managing a database. A knowledge of email and social media platforms (Mail Chimp, Facebook, YouTube) is a plus. Flexibility is essential; this is often a “ministry of interruptions.”

## WORKING RELATIONSHIPS:

The Administrative Assistant interacts closely with the rector, staff, ministry heads, and vendors. He/she will oversee and supervise the cleaning crew and purchase supplies for the office and for the needs of the ministry heads. As the public face of St. Timothy's, the Administrative Assistant will take care to develop and maintain cordial, warm, and professional relationships with every person who comes onto our campus.

The Administrative Assistant reports directly to the Rector.

## JOB DUTIES:

The tasks below outline the primary duties of the Administrative Assistant.

Other duties may be assigned from time to time.

- Answers all calls to the church and refers inquiries to the appropriate people in a timely manner, taking care to maintain confidentiality and discretion.
- Directs mail, email, and all inquiries to appropriate ministries/staff.
- Purchases office supplies and other church supplies as directed.
- Oversees and works within the Administrative/Office budget.
- Oversees and directs the work of the cleaning crew.
- Attends staff meetings.
- Maintains the Parish calendar.
- Schedules worship service participants.
- Maintains the church database and church records.
- Creates and delivers a weekly E-Newsletter.
- Performs a weekly building inspection; checking for irregularities, breaches, and/or maintenance issues.
- Reviews contracts for the maintenance of office machines with vendors and makes recommendations to the Executive Committee.
- Prepares an Annual Report and a Parish Directory annually.
- Works closely to support the work of ministry team leaders.

## Contact:

The Rev. Liz Meade, Interim Rector

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