

**Administrative Assistant**  
**St. Peter's Episcopal Church, Ladue**

**Position summary:**

The Administrative Assistant is an upbeat and personable front office professional who creates a welcoming environment while providing administrative support; ensures that all receptionist responsibilities are completed promptly and accurately.

This position provides administrative support to the clergy and staff of St. Peter's Episcopal Church while also collaborating with them and members of the parish to support the ministries of the church. The Administrative Assistant will be a resource person for both members and non-members and a welcoming and responsive presence in our church's office.

**General responsibilities:**

Serve as receptionist by managing phone calls, greeting parishioners, and assisting visitors/guests. Handle office email correspondence.

Prepare and print worship bulletins for Sundays, holy days, weddings, funerals and memorial services, baptisms, and other services.

Assist the Altar Guild, Acolytes, Lectors, and other lay worship leaders by coordinating assignments for worship services and preparing worship materials.

Maintain accurate parish membership records and parish filings. Assist with maintaining and updating church management software database (Realm). Assist with sacramental recordkeeping.

Assist with mailings, including memorial letters, thank you letters, newcomer letters, etc.

Assist in the ordering and coordination of both pastoral flowers and altar flowers.

Sort mail, order office supplies, and maintain office equipment.

Other duties as assigned.

**Requirements:**

High School degree required; bachelor's degree preferred.

At least three years of experience working in an office setting; experience working in a church-setting is preferred. Familiarity with the Episcopal Church and/or the Book of Common Prayer a plus. Must have a background in customer service.

Excellent interpersonal communication (spoken and written), editing abilities, and organizational skills. Must be detail-oriented with strong analytical skills. Ability to effectively collaborate with others.

Proficient in Office 365, especially Microsoft Word and Outlook. Willing to learn new software programs. Desktop publishing experience a plus.

Trustworthy, reliable, and demonstrated team player. Ability to prioritize and complete routine and delegated assignments in a timely manner is essential.

**Salary, hours, and benefits:**

Monday thru Friday, 9:00 a.m. to 2:00 p.m. or 10:00 a.m. to 3:00 p.m.

25 hours a week; eligible for vacation and pension benefits.

Pay is \$15 per hour.

**To apply, please send your resume and cover letter (required) to [angelam@specstl.org](mailto:angelam@specstl.org) no later than 5:00 p.m. on Monday, April 5<sup>th</sup>.**