

ST. TIMOTHY'S EPISCOPAL CHURCH – Creve Coeur

POSITION: ADMINISTRATIVE ASSISTANT

DATE: JANUARY 18, 2024

SUPERVISOR: THE RECTOR (PRIEST)

GRADE: HOURLY, POSSIBILITY OF SALARIED

HOURS: 9 AM TO 3 PM MONDAY THROUGH THURSDAY

24-26 HOURS WEEKLY

BENEFITS AND PENSION AVAILABLE TO THE SUCCESSFUL CANDIDATE.

PAY RANGE: \$20-23 PER HOUR

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 selected will be professional and 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 a busy church office and will support the staff and ministry heads with their administrative needs in a cheerful and timely manner. This position is eligible for vacation and sick leave benefits.

QUALIFICATIONS:

The successful candidate must demonstrate competence in performing a wide range of office tasks and must be well organized, mature, and self-directed. All candidates must be proficient with Microsoft Office 365 and Google Workspace and willing to learn how to maintain our church database. A knowledge of a variety of email and social media platforms (Mail Chimp, Facebook, YouTube) is a plus. The ability to accommodate people respectfully and with compassion is essential. Maintaining the confidentiality of privileged information is mandatory. Flexibility is essential; this is often a “ministry of interruptions.”

WORKING RELATIONSHIPS:

The Administrative Assistant reports directly to the Rector and interacts closely with all clergy, staff, ministry heads, and vendors. The successful candidate will 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 develop and maintain cordial, warm, and professional relationships with every person who comes onto our campus.

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.
- 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 weekly staff meetings.
- Attends Communications and Technology committee meetings and others as needed.
- Maintains the Parish calendar.
- Schedules worship service participants.
- Maintains the church database and church records.
- Oversees opening and closing of columbarium niches; oversees engravers.
- Provides support for funeral services.
- Creates and delivers a weekly E-Newsletter; provides b/w print copies as necessary.
- Performs a weekly building inspection, checking for irregularities, breaches, and/or maintenance issues.
- Communicates and coordinates with external groups who rent building space
- Prepares an Annual Report and a Parish Directory annually.
- Works closely to support the work of ministry team leaders.

Schedule

Monday: 9:00 – 3:00

Tuesday: 9:00 – 3:00

Wednesday: 9:00 – 3:00

Thursday: 9:00 – 3:00

Applicants may send a resume and note of introduction to the Rev. Meghan Ryan at meghan@saint-tims.org.