

ST. MARK'S EPISCOPAL CHURCH
EVANSTON, IL

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| <i>Job Title:</i> Administrative Assistant | <i>Exempt Status:</i> Non-Exempt |
| <i>Reports to:</i> Rector | <i>Pay:</i> \$15 per hour |
| <i>Full Time or Part Time:</i> Part-time | <i>Receives Work Direction from:</i> Rector (or designee), Wardens |
| | <i>Hours Worked:</i> 10 a.m. – 3 p.m., three weekdays |

St. Mark's is a vibrant neighborhood church with just over 200 members. While the Administrative Assistant has limited interaction with parishioners, they do play an essential role in ensuring that this amazing place runs smoothly and efficiently so that it can continue to focus on its ministries to our neighbors – those who come inside our doors and those who we meet where they are! We are a small staff and so it is essential that the Administrative Assistant be enthusiastic about working as a full member of the team.

Major Duties and Responsibilities:

Liturgy Support

1. Prepare and proof all worship materials and bulletins for Sunday morning and other services.
2. Prepare flower donations information.
3. Provide assistance with tracking the liturgical calendar and planning for church events, as needed.
4. Send weekly reminders to lay ministers.

Relationship Building

1. Greet visitors to the church office and direct them appropriately; accept deliveries; work with vendors/tradespeople on behalf of the church.
2. Answer telephone; take/retrieve messages; respond to email; distribute mail/packages.
3. Respond to requests for information and resources via email, telephone, and in-person visits.

Information Management

1. Maintain a functional system of communication with the parish.
2. Maintain parish records, including membership, physical plant, and other operational data, keeping them up-to-date and accurate.
3. Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry, and committee leadership, on a timely basis.
4. Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
5. Produce and distribute weekly newsletter by email and regular mail.
6. Assist with preparing and distributing marketing materials, as directed.
7. Assist with maintenance of the church's online presence (website and social media).
8. Ensure that outdoor sign is updated regularly to reflect current events and activities.

General

1. Responsible for telecommunication functions (including maintenance of phone system and internet service).
2. Perform equipment troubleshooting, such as copiers, fax machine, phones, etc.
3. Order and maintain office supplies.
4. Handle daily incoming/outgoing mail.
5. Attend weekly staff meetings.
6. Provide administrative support to vestry or other committees, including: preparing meeting documents or posting minutes; making document copies, sending out mailings, etc.
7. Coordinate with vendors in accordance with budget or as delegated by Rector or Wardens.
8. Maintain and manage parish calendars.
9. Maintain, update and distribute the parish directory.
10. Maintain entry-way and parlor hallway community bulletin boards as well as flyers, leaflets, newsletters, and sign-up sheets.
11. Help run stewardship campaigns: produce brochures, pledge cards, letters, etc. and enter pledges into database

Volunteer Support

1. Organize workflow and maintain a tidy and usable office environment so as to enable effective use of volunteers.
2. Assist in coordination of special events.

Buildings/Grounds Oversight

1. Communicate regularly with Building Services Technician about facilities-related needs, including set-up and clean-up for special events.
2. Maintains building security by monitoring key distribution, lock box, etc.
3. Alerts Buildings & Grounds volunteers to potential and current minor building issues (e.g., leaky faucets, broken windows, etc.) and notifies Rector and/or Wardens if major building issues need attention and then, as directed, arranges for repair with outside vendors.

Knowledge, Skills and Abilities:

1. Possess excellent communication and telephone skills
2. Strong writing and grammar skills, including proofreading.
3. Proficiency in using Microsoft Office (Word, Power Point, Outlook, Excel, Publisher).
4. Facility with Dropbox, Google Drive, and Constant Contact are required.
5. Have the ability to organize and create systems where needed.
6. Be able to handle multiple tasks and prioritize workload.
7. Be flexible and possess excellent organizational skills.
8. Ability to maintain confidentiality at all times regarding persons and information.
9. Welcoming disposition, willingness to accept and serve all who come to St. Mark's.
10. Must be a team player and be able to work well independently; sense of humor is a must.
11. Must pass background investigation to comply with church requirements.

Qualifications

1. Associate's degree (administration, communications, or related area) or 3 years of administrative experience is required.
2. Experience in a church or other ministry setting is preferred.