



# Opening for Administrative Assistant

Annunciation  
*of Our Lady*

EPISCOPAL CHURCH

**Job Type:** Part Time (18 hours per week, negotiable schedule)

**Compensation:** \$15 per hour

## **Nature of the Work**

Annunciation is a warm and welcoming Episcopal church. Hospitality and caring relationships are key values for the people who gather here. The Administrative Assistant plays an important role in maintaining the support structures that make those relationships possible, while also projecting the congregation's welcoming spirit.

## **Key Responsibilities**

1. Communications (50%)
  - a. answer phones and relay messages, greet visitors, answer emails.
  - b. assemble weekly announcements for printed bulletin and mass email.
  - c. assemble prayer requests for printed bulletin.
  - d. oversee final printing of weekly bulletin.
  - e. ensure online calendar is up-to-date.
  - f. create promotional posters and other communications materials.
  - g. maintain and update communications walls, children's materials, and other special materials in church building.
  - h. write thank you notes as directed by pastor.
  - i. assemble annual parish report.
2. Membership Management (20%)
  - a. maintain and update membership database.
  - b. assemble data from database and other sources to fill out annual report to the national Episcopal Church.
3. Money Tasks (20%)
  - a. process bills, print and mail checks.
  - b. pick up deposit bag from the bank.
4. Office Management (10%)
  - a. collect and distribute mail and receive packages.
  - b. oversee maintenance of copier and other office machines.
  - c. organize and maintain church's computer files.
  - d. maintain and reorder office supplies.
  - e. regularly inspects building to spot maintenance issues.

## **Qualifications**

1. 3-5 years experience in office management or administrative role.
2. Demonstrable proficiency in basic computer productivity (MS Office, Google Drive).
3. Demonstrable ability to quickly learn how to use unfamiliar software.
4. Physical: able to lift paper reams into copier and sit for extended periods at desk.
5. Graphic design skills are a plus.

## **Character Requirements**

1. Keeps strict confidentiality with regard to pastoral matters.
2. Is friendly, service-oriented, and flexible.
3. Works efficiently without direct supervision.
4. Is proactive in identifying areas for improvement and coming up with solutions.
5. Works well on a team and is comfortable participating in mutual feedback processes.
6. Is hospitable toward and able to work with all persons regardless of race, ethnicity, gender identity, or sexual orientation.

**To apply, please send cover letter, resume, and 3 references.  
Portfolios of graphic design work are also invited.**

**Send all materials to Rev. Dan Puchalla:  
[rector@annunciationurnee.org](mailto:rector@annunciationurnee.org)**

**Deadline: August 26, 2019**