

## Job Posting: Administrative Assistant

### Job Responsibilities

St. Martin's Episcopal Church is seeking a full-time Administrative Assistant provide secretarial services to both the Director of Music and Parish Organist, and to the Director of Contemporary Music and Arts. This talented and proactive multi-tasker interacts effectively with members and staff at all levels, while successfully completing multiple projects with competing priorities. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

Working at St. Martin's is so much more than simply having a job! As part of St. Martin's family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions; they also get to experience St. Martin's mission first-hand. Through their daily operations and by the power of the Holy Spirit, employees bring many people to know, love, and serve God as revealed through Jesus Christ; and transform them into spiritually renewed disciples of Jesus who know, love, and serve one another and the world.

### Essential Functions

- To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
- Maintain pastoral sensitivity in communicating with members of the Ministry of Music and Parish.
- Receive and return incoming calls in a timely manner, taking clear messages and liaising with internal and external musicians and vendors.
- Sort, open mail and draft preliminary responses.
- Schedule and coordinate meetings and travel as needed.
- Type teaching material, correspondence, articles and manuscripts while maintaining up-to-date and well-organized files.
- Update St. Martin's website with Music changes.
- Develop and distribute approved informational materials for music/worship ministries.
- Maintain accurate and comprehensive records and mailing lists of participants in the music ministries.
- Coordinate brochures, materials and registration for the Music Ministry and Music Series concerts.
- Maintain a well-organized music library, ordering music as needed.
- Organize and maintain roster and all financial records (e.g. payments, donations, registrations, etc.) for the bi-annual choir tour, communicating with its members and with the Tour Company.
- Make arrangements for funerals, weddings, traditional and contemporary services.
- Work with appropriate committees, officers and leaders in carrying out the music ministry of the church.
- Organize and direct volunteers who assist the Music Ministry.
- Design programs, photographing concerts, directing ushers, and put up/take down reception decorations.
- Gather scriptures from homilists and create the weekly liturgy for the Altar service.
- Assist with the maintenance musical instruments and inventory.
- Maintain the choir suite and musicians rehearsal space organized and inviting.
- Ensure that office machines are clean and well maintained.
- Attend meetings and special events as needed.

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### **Education and Experience**

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- Ability to read music.
- Two years of increasingly responsible related experience.
- Intermediate skill level in Microsoft Office and Apple products and software.
- Only candidates who identify as Christians will be considered.

**Resumes may be emailed to [recruiter@stmartinsepiscopal.org](mailto:recruiter@stmartinsepiscopal.org)**