



## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	Parish Administrative Assistant
<b>LOCATION:</b>	San Pablo / St. Paul's Episcopal Church
<b>REPORTS TO:</b>	Vicar
<b>EDUCATION:</b>	High School Diploma. College degree highly preferred
<b>WORK EXPERIENCE:</b>	Minimum three years' experience in administrative assistant / office or comparable work
<b>SALARY RANGE:</b>	\$15.00 / hour
<b>FLSA STATUS:</b>	Non-Exempt
<b>POSITION TYPE:</b>	Part to Full Time (Temporary)
<b>LANGUAGE:</b>	Expert fluency in English and Spanish both in oral and written form

*St. Paul's Episcopal Church is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. All church employees serving parishioners or any member of the community must undergo a Safe Church training provided by the employer.*

### **JOB SUMMARY:**

We are looking for an individual who will serve as a receptionist and administrative assistant for the church. Must possess a gracious and welcoming spirit to all who come without judgment about their welfare and status in life. This person must be comfortable working with and receiving vulnerable populations including homeless persons, sex workers and persons in crisis of any kind. As a member of the pastoral care and administrative team the assistant will provide administrative support to all business and program functions of the church in a manner that upholds the mission and quality standards of this organization and results in witnessing to the love of Christ in the world.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Answer and process all telephone calls, visitors and mail
- Provide clerical support to the Vicar, staff and lay program leaders
- Maintain the church and Vicar's calendar
- Prepare (on PPT) the slide presentation and/or print the Order of Service for both English and Spanish language services and all feast days and special celebrations

- Respond to emails within the same business day or next business day
- Assist Treasurer with invoices, charges and deposit preparation and recording
- Assist and support individual ministries with schedules and correspondence; handle mail outs; flyers; and correspondence
- Maintain and update church website, FaceBook and Twitter accounts: includes posting articles, announcements, photos and links to other resources
- Maintain all files and records for the church and her ministries
- Prepare copies and packets of copies of minutes, financials and other documents for vestry meetings
- Prepare annual report for vestry and annual meeting
- Order office and other operational supplies
- Coordinate room and building assignments
- Participate in staff and other related ministry meetings
- Other duties as required by the Vicar
- Abide by St. Paul's Episcopal Church and the Episcopal Diocese of Texas safe church and administrative policies and procedures;
- Perform other duties as assigned to support St. Paul's Vision, Mission and Values.
- Must be culturally competent in faith-based cultures and integral and wholistic delivery of support in a cheerful way that creates a comfortable and welcoming atmosphere to all who attend St. Paul's / San Pablo or are visiting
- Must have and demonstrate a love for the poor and the under resourced and possess a sense of justice for those excluded or under served and ill treated in our community and world

**QUALIFICATION REQUIREMENTS:**

- High School Diploma
- Some college courses (college graduate preferred)
- Valid driver's license
- Reliable transportation
- High Proficiency in use of Microsoft Office, Word, Excel, PPT, Publisher, Adobe, Outlook email and calendar, Social media (i.e., Facebook, Twitter, Instagram), printers and faxing,

**EDUCATION and/or EXPERIENCE:**

College graduate preferred. Minimum three years' experience in administrative work

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general church and social services guidelines, technical procedures or governmental regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from

groups or congregants and/ or church staff, and the general public. Bilingual (Spanish with English) is preferred.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Above average skills in language ability as well as public speaking and writing;
- Must have good transportation and a valid Texas Driver's license;
- Strong cultural competence, basic problem solving to assist anyone who comes to the campus
- Excellent interpersonal skills and ability to work collaboratively with church and volunteer care staff, clients and other behavioral health clinicians.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established methods. Able to make reasonable decisions without the presence of the Vicar or other vestry member.

**PROBLEM SOLVING:**

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own requirements. Specific job activities and results are typically reviewed closely. We encourage developing new ideas or changes in methods, procedures or services.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions, ideas and reporting results. Interactions are mostly with congregants, the public and own supervisor and coworkers in own and other ministries.

**RELATIONSHIPS:**

Follow through with visitor and parishioner inquiries, requests and complaints. Forward

difficult and non-routine inquiries or requests to appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, move about the day, use hands and fingers to operate a computer and telephone keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty-five pounds) is required;
- Ability to uphold the stress of assisting people of diverse backgrounds;
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Administrative Assistant must mainly work in the church office premises in a confidential environment. Assistant may need to adapt to various work spaces –, ie. nontraditional office spaces

*St. Paul's campus is a smoke free workplace in compliance with creating a healthful environment.*



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