**Position Description: Administrative Assistant**

**All Saints’ Episcopal Church**

**Essential Duties:**

* Maintains a warm, welcoming, orderly atmosphere for parishioners and others who call or visit the church.
* Works closely with, and under the direct supervision of the Rector, or in the absence of a Rector, the Senior Warden.
* Provides administrative assistance to the Rector including schedule prep, correspondence, worship planning, community relations support.
* Works closely with all church staff, volunteers, treasurer, bookkeeper, wardens and Vestry members.
* Will possess a high energy level with a strong results-oriented, achievement work ethic.
* The administrative assistant is (usually) the first point of contact for those calling or visiting the church. As such the AA directs or screens all incoming phone calls. The AA may also direct visitors to other locations on campus.
* Duties may include typing basic letters, reports and forms, filing, posting and checking records, running copy and fax machines, sorting and processing incoming/outgoing mail, report compilation, record keeping and calendar maintenance as well as routine updates to the web site and Facebook page.

**Other duties**

* Supervises custodians and maintenance staff. Orders and stocks office supplies.
* Coordinates use of the facilities by outside entities; collects rental checks as needed.
* Manages applications for building use, shows facilities to potential renters as needed; confers with rector about requests, costs, possible conflicts as required.

**Position requirements**

Attention to accuracy and detail

A positive, responsive, and civil attitude: good people skills

Ability to execute specific instructions

Should possess, or wish to learn about, all aspects of the church and its ministry in order to properly answer and direct inquiries, prepare bulletins and other communications in a timely way.

Expertise in MSOffice applications (Word, Excel, Outlook, Powerpoint, Publisher) to design and produce worship bulletins and other support materials in a timely manner.

Basic website updating and social media skills.

A basic understanding of the business policies and practices of the church; may work with confidential information or conflict situations. Required to exercise creativity and sound judgment without close supervision when needed.

Basic bookkeeping skills to assist with administrative aspects of bookkeeping tasks.

Good written English, spelling, and grammar.