

Administrative Assistant - All Saints Episcopal Church, Sacramento California

All Saints Episcopal Church in Sacramento is looking for someone with a variety of skills to work as a part-time Office/Administrative Assistant.

All Saints is a small, urban congregation located on Sutterville Road near Land Park and City College. Near the junction of three neighborhoods and the college, it serves a very diverse set of communities. The congregation is friendly, welcoming, and fairly diverse.

In addition to the ability to do the tasks listed below, a candidate for this position should be friendly and willing to deal with a variety of people in a variety of ways. One may, for instance, find oneself speaking to someone on the phone at one moment, and answering the door to find a homeless person asking for food at the next.

The person hired for this job will find themselves working with a small staff, including the Rector (head priest) who is the supervisor; the Organist/Choirmaster who will provide music to be included in the Sunday Bulletin; and the bookkeeper, who is in the office generally only once a week. Additionally, there are some non-stipendiary (unpaid) clergy, as well as a number of volunteers from the congregation who are present from time to time, doing some work around the church building.

This job also requires the ability to maintain confidentiality under certain circumstances, particularly in matters pertaining to financial and personal/pastoral issues of which the person may inevitably become aware. The clergy will be available to provide guidance in this area.

The general duties of this position are:

OFFICE:

- Answering the phone, and managing the voicemail system;
- Sorting and routing mail;
- Answering, or otherwise routing, email that comes to the general church address;
- Monitoring office and other supply levels, and ordering supplies when necessary;
- Maintaining the Church Master Calendar (essentially, tracking and scheduling facilities use);
- Maintaining our system for distributing keys and alarm codes for building access;
- Some record keeping and filing;

- Calling for office machine maintenance as needed.

COMMUNICATION:

- Production of Sunday Bulletins, as well as accompanying news inserts, and other occasional bulletins as needed (currently done on MS Publisher, but other software could be used);
- Ability to produce E-News and E-Blasts (communication with the congregation) using Mail Chimp;
- Maintenance of Church membership and mailing lists;
- Occasional production of other printed matter, as needed;
- Shared maintenance of Parish website.

PHYSICAL REQUIREMENTS:

- Stand, sit, walk and use stairs;
- Read emails, files, instruction manuals and a variety of correspondence;
- Use fingers and hands in a variety of tasks, including writing and computer usage;
- Lift and move up to 25 pounds.

OTHER:

- Ability to deal amicably with the public, including neighborhood homeless;
- Bookkeeping Skills helpful, but not required;
- Word processing knowledge is necessary, as are general computer/user skills, but there is some flexibility as to which software or platforms may be used;
- Other tech and IT skills are helpful, but not required;
- Familiarity with The Episcopal Church is desirable but not necessary.

Hours and Compensation:

12 - 15 hours per week, with some flexibility as to which days of the week; Tuesday morning Staff meetings, however, would be generally required.

\$20/hour

If interested, please submit resume and cover letter to
revmonnot@allsaintssacramento.org