



## **Administrative Assistant/Receptionist**

### *Overview*

St. Michael's vision focuses on transforming hearts through Jesus Christ. In line with this vision, the primary goal of this position is to engage effectively with church members and visitors by providing management of the database and a welcoming impression of St. Michael's Church. Additional responsibilities include assisting the Director of Communications with daily administrative responsibilities and supporting the Parish Administrator and other office staff with various tasks to further the mission of St. Michael's Church.

### *Key Responsibilities and Duties*

#### **In support of the Director of Communications:**

- Weekly Bulletin production-packing up and organizing weekly bulletins for each service
- Creating and printing bulletins when the Communications Director is on PTO or sick. Will be able to make changes to the bulletins if necessary.
- Putting together the weekly A/V rundown for the Live stream
- Lesson Scripts for all Sunday services, funerals and weddings
- Weekly Who's Serving List for Sunday Services
- Setting up weekly emails to congregation on Constant Contact
- Weekly updating the Worship and Visitors page on website with the current worship service information (bulletins, live stream links, etc.)
- Printing documents for Sunday School classes, Confirmation and Baptism Certificates
- Putting up posters and Sandwich Board signs for events on Campus
- Helping with Wedding and Funeral Bulletins
- Data Entry of all baptisms, confirmations, weddings, funerals and membership transfers
- Updating all parish member information on database and helping to run member reports
- Keeping the Google Staff Calendar updated
- Help with parish Social Media
- Ongoing database (Realm) cleanup and applying Realm's tools for usage, i.e. attendance
- Printing and distributing the church membership directory

#### **Additional Duties, to include assisting the Parish Administrator and other staff as needed, such as:**

- Putting together bulk mailings, such as quarterly giving statements
- Sending out correspondence to parishioners, i.e. emails, thank you cards, and other items
- Making phone calls to parishioners for different events or campaigns
- Emailing staff regarding various concerns/issues as directed by the Parish Administrator or Director of Communications.
- Assisting with the Rector's binder when his assistant is on PTO
- Maintaining and ordering office supplies and printer paper

- Scheduling and communicating with volunteers for weekly Sunday Services, help with data entry of newcomers, small group attendees, etc.
- Completing and processing membership transfer requests
- Provide extra assistance to other staff if workload permits and approved by the Director of Communications.

**Receptionist/Front Desk Duties, to include:**

- Providing first impression of the church with members and visitors who either enter the front door or call by phone
- Maintaining cleanliness of Reception area, Parlor and Connections Room and keeping the kitchenette stocked with coffee supplies and water bottles.
- Managing the traffic flow up the Hewitt staircase so that staff are properly informed and not surprised by unannounced visitors.
- Insuring the mail and deliveries are promptly received and sorted

***Attributes and Skills***

- Personal commitment to Jesus Christ and pursuit of spiritual growth in the Christian faith
- Strong communication skills – oral and written
- Good computer, business software (Google, Microsoft office, Adobe Creative Suite) and social media skills
- Ability to work with minimal day-to-day oversight
- Positive attitude and friendly demeanor
- Commitment to excellence in all tasks

***To Apply***

- Submit your application to Ms. Kara Wilson at [kara@stmichaelschurch.net](mailto:kara@stmichaelschurch.net)