

## All Saints' Episcopal Church

<b><u>Job Title:</u></b>	Administrative Assistant
<b><u>Reports to:</u></b>	Parish Administrator
<b><u>Location:</u></b>	106 West Church Street; Frederick, MD
<b><u>Work times:</u></b>	Part time, semi-flexible schedule within office's standard hours, M-Thrs 9 a.m.-4 p.m., Friday 9 a.m.-3 p.m.
<b><u>Hours/week:</u></b>	16-18 hours
<b><u>Employee</u></b>	
<b><u>Status:</u></b>	Part-time; Non-Exempt (Hourly)

The essential functions of the Administrative Assistant role are to: design, compile, copy edit, and produce liturgical bulletins and monthly newsletter, and assist the Parish Administrator with office organization and management. As a result of these functions, this position will coordinate extensively with members of the Parish including: Rector, Associate Rector, Parish Administrator, Office Volunteers, and the Chairs of the various church committees. The position operates traditional offices systems such as computers, telephone, voice mail, etc. At times, this position may need to augment their regular office hours in the event of church emergencies such as funerals, or during high-volume seasons such as Christmas and Holy Week/Easter.

The Administrative Assistant has the following responsibilities:

- (1) Bulletin production: Weekly Services, Funerals, Weddings, and End-of-Life visits
  - a) Prepare seasonal templates for worship bulletins, based on guidance from the Clergy and Worship Team.
  - b) Produce drafts of liturgy, including applicable readings and music, for weekly review at staff meeting.
  - c) Integrate feedback from weekly staff meeting to improve clarity and ease-of-use of bulletins, and make any changes or corrections needed.
  - d) Work with Parish Administrator and Facilities Coordinator to cull announcements and calendar for final draft.
  - e) Print and disseminate bulletins to worship leaders and staging areas in advance of worship service.
  
- 2) Newsletter Production
  - a) Plan topics, theme (if applicable), and events to be covered in the next issue in conversation with the Parish Administrator and/or Rector.
  - b) Communicate suggested articles, direct assignments (when applicable), themes, and deadlines to parish leaders and newsletter contributors in a timely manner.
  - c) Track incoming articles and be mindful of cross-department impact (room reservations, social media scheduling, etc.).
  - d) Assemble articles into an attractive publication, including copyright-cleared graphics and All Saints' branding when helpful.

- e) Print and deliver to our Mailing Preparation Crew by month-end mailing deadlines.
- 3) **Office Support and Organization**  
Time permitting, this position may assist the Parish Administrator in office supply inventory, reorganization, correspondence, membership database management, or other copy editing or design projects based on the Church season.
- 4) Any other duties or responsibilities deemed appropriate by the Parish Administrator or Rector.

**Skills, Behaviors, and Abilities:**

- 1. Skill in communicating effectively, written and oral, as appropriate for the medium and audience
- 2. Organized, with time and project management skills
- 3. Skill in completing assignments accurately and with attention to detail
- 4. Ability to read, write and understand English and follow written instructions
- 5. Ability to maintain effective interpersonal relationships, and to respond to pastoral situations with professional composure

**Credentials and Experience:**

- 1. High School diploma or GED equivalent
- 2. 1-3 years of experience working in an office environment preferred
- 3. Copywriting or graphic design background preferred but not required
- 4. Experience or willingness to learn Microsoft Publisher a must
- 5. Proficient experience working with Microsoft Office
- 6. Must satisfy a background check

May 2019