



**EMMANUEL**  
EPISCOPAL CHURCH  
Webster Groves, MO



Position title: **Office Assistant**

Hours: 19 per week

Reports to: Parish Administrator

Pay range: \$18.5 - 25/hour based on experience

The Office Assistant provides general office support to the senior staff: the Parish Administrator and the Youth-Family-Formation Coordinator. This job includes, but is not limited to: administrative support, information management, volunteer and liturgy support. This position acts as a resource for both members and non-members.

### **Administrative Support:**

- Create and print bulletins for Sunday and special services
- Attend weekly staff meetings
- Maintain Ministry Schedule Pro (MSP) and assist MSP users when needed
- Maintain the Register for Church Services, also known as The Red Book
- Record and help track visitors and newcomers to the church
- Maintain public and private online church calendars.
- Write and send donation acknowledgments, acquiring clergy and staff input when needed as directed
- Develop and maintain an inventory of, monitor, and order office supplies
- Support general office operations - sorting paperwork, creating handouts, etc
- Perform other duties as assigned
- Greet and assist parishioners in-person and online.

### **Job Requirements:**

- Must be computer literate
- Experience with Microsoft Office and Google Suite applications (Word, Excel, Google docs, Numbers, etc.)
- Proficient typing skills
- Ability to work independently and as part of a team
- Mobile app use proficiency

### *Preferred Qualifications*

- Working knowledge of The Episcopal Church and its liturgical cycle
- Three to five years experience working in a general office environment
- Experience using a copier, office phone, and other office equipment
- Experience with Sign-up Genius, Jot Forms, and Slack

Please send resumé with cover letter (by email only) to:

[Elliot Belloli](mailto:Elliot.Belloli@emmanuelchurch.org)

Parish Administrator, Emmanuel Episcopal Church