

## **Job Description: Office Assistant**

Emmanuel Episcopal Church, Webster Groves, MO

### **Administrative Support:**

- Create and maintain bulletin for Sundays and special services
- Print bulletins in preparation for Sundays and special services
- Attend weekly staff meetings
- Assist with maintaining Ministry Schedule Pro (MSP) and MSP users when needed
- Maintain the Register for Church Services, also known as The Red Book
- Assist maintaining public and private online church calendars.
- Assist Parish Administrator in:
  - Maintaining the inventory of office supplies
  - Support general office operations - sorting paperwork, creating handouts, etc
- Perform other duties as assigned
- Greet and assist parishioners in-person and online.

### **Youth and Family Support:**

- Weekly: tidy the Parish Hall play area and the Chapel playground
- Twice-monthly: inspect and tidy the following areas of the church, including the Rooftop Room, Sensory Space, Godly Play Room, and Indoor Playroom.
- Help with various projects as directed by Emmanuel's Family and Youth Coordinator

### **Job Requirements:**

#### *Knowledge & Experience*

- Computer literate, experience using a copier, office phone, and other office equipment
- Experience with Google's Suite products.
- Proficient typing skills
- Ability to work independently and as part of a team
- Must have three to five years experience working in a general office environment

#### *Preferred Qualifications*

- Working knowledge of The Episcopal Church and its liturgical cycle
- Experience with Microsoft Office applications (Word, Excel, Publisher, etc.).