



Job title: Administrative Assistant
Reports to: Rector
Status: Part-time, 7-10 hours per week
Purpose: Supports the operations of the community and worship life of All Souls Anglican Church. Works collaboratively with clergy, staff, and especially the Parish Life Facilitator.

Duties include:

- Produces the bulletin
 - Work with rector on liturgy & other variable elements
 - Collaborate with Music Committee on musical inputs
 - Collaborate with Care regarding Prayers of the People
 - Coordinate printing
- Checks physical mailbox at the church at least twice per week, distributes mail and maintains mail boxes
- Maintains Planning Center People data
- Assists in registration process for events or groups (retreats, house groups, trips, etc.)
- Maintains inventory of office supplies (paper, printer ink, etc)
- Supports working order of office equipment
- Assists in scheduling for Events and Facilities calendars
- Assists in managing and maintaining online tools (Google Drive, Slack, webmail)
- Assists in producing print materials like occasional brochures, posters, flyers
- Manages Safety Protocols for employees and volunteers
- Receives voicemails and forwards them to appropriate parties
- Other administrative support as needed/able

Desired qualifications:

- Technical proficiency or teachability in requisite electronic tools such as Google Drive, InDesign, databases, Slack
- Strong organization and administration; attention to detail
- Confidentiality