

Lay Employee Position Description

Job Title	Administrative Assistant
Reports to	Rector
Classifications	Exempt Non-exempt / Full-time Part-time Temporary

Job Purpose

The administrative assistant works with the Rector, staff, and volunteers. Primary responsibility is to support communications, manage office functions, and assist in coordinating lay volunteer scheduling.

Duties and Responsibilities

Provide support to the staff for communications of church activities and needs. This includes, but is not limited to, the monthly newsletter, two weekly e-mail newsletters, and weekly service bulletins. Orders supplies for the office, kitchen, and worship staff. Assists staff with phone calls, meeting reminders, and office email. Updates the church website. Start date to be determined. Hours flexible, no more than 15 per week.

Supervisory Responsibilities: Include titles of positions supervised by this position

None at this time.

Qualifications

Education and/or experience:

Experience using computer systems. Redeemer uses Squarespace, Microsoft Office, Google Workspace, Zoom, InDesign, and Servant Keeper. Ability to interact with many different kinds of people in a professional manner. Organizing skills a must. High School diploma or GED required. Associates degree in business operations a plus. Familiarity with the Episcopal Church (or other liturgical faith traditions) a plus.

Physical Demands:

Light lifting (replacing paper in copier, for instance); ability to use stairs; keyboarding; use of telephone systems.

Work Environment:

Work is performed in person and online. In person work to be coordinated with staff schedules. The basement of the parish hall is not accessible to wheelchair users.

Acknowledgement

Employee signature:

Date:

Supervisor signature:

Date: