

## Office Assistant

DATE POSTED	November 29, 2023
LOCATION	Minneapolis, Minnesota
TERMS	Part-time position, 4-5 half days per week (16-20 total weekly hours)
SALARY	\$25.00 per hour
REQUIREMENTS	Must be onsite and set consistent days/hours to be in the office

### ABOUT ST. MARY'S

Our mission is to proclaim, celebrate, and share the Good News of salvation in Jesus Christ, in accordance with the Orthodox Tradition. We are a faithful and vibrant community with a legacy of being in Minneapolis for over 120 years.

### ABOUT THE ROLE

The Office Assistant will report directly to the Office Manager and perform clerical and administrative tasks that support the overall church operations. This role is on the frontlines, and is often the first-person parishioners, visitors, and vendors, talk to or see, as the initial representation of the church.

### RESPONSIBILITIES

#### Front Desk

Greet all visitors, parishioners, and vendors as they enter the church office and assist them as needed.

#### Answer Phones

Answer all incoming calls to the church office and answer inquiries and assist as needed.

#### Data Entry

Input data into the Church Management System, as directed by the Office Manager.

#### Email

Check Office Admin e-mail account regularly during the work shift and respond, redirect, or flag for action as appropriate.

#### Incoming/outgoing Mail

Sort and distribute incoming mail as appropriate and assist with outgoing church mailings.



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**Office Supplies**

Maintain inventory of office supplies and reorder as needed.

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**Other duties as assigned**

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**QUALIFICATIONS**

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- A committed and practicing Christian who maintains a love for Christ, and has a strong desire to serve within a church.
- Previous experience working in an office environment.
- Willingness to learn the high-level operations of the church in order to help those who either walk-in or call the office.
- Must have a professional attitude and display a servant's heart.
- Proven organizational skills with the ability to multi-task.
- The ability to discern needs and take initiative to meet those needs.
- Excellent clerical and communication skills.
- Outgoing personality with the interpersonal skills to effectively work with people of all ages.
- Ability to handle and manage confidential information.
- Familiarity with Microsoft technologies (Word, Excel, PowerPoint).
- Willingness and ability to learn the Church Management System (Realm)

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**CONTACT US TO APPLY. Please send your resume to: [stmarysgoc@stmarysgoc.org](mailto:stmarysgoc@stmarysgoc.org)**

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