



Office Administrative Assistant

Given St. Peter's is a church, representing the body of Christ on earth, and by extension, the Gospel of Jesus Christ, the Office Admin, clergy, and other employees will, with God's help, seek to serve God in all persons, loving their neighbors as themselves. This means that mutual respect, honesty, diligence, support, encouragement, and compassion will guide the conduct of all the clergy and staff. Confidential or personal information about parishioners, clergy or staff will be kept confidential.

1. **Role Description:** For St. Peter's to achieve its mission, the office needs to be staffed with competent and congenial administrative personnel. A key part of the team is the Office Administrator, who must make several key contributions.
2. **Role Contribution,** The Office Admin is responsible for the execution of day-to-day administrative operations of the church, under the direction of the Parish Administrator. These duties include, but are not necessarily limited to:
 - a. Establish and maintain cooperative and effective working relationships with staff, volunteer leaders and parishioners.
 - b. Produce and/or edit weekly bulletins, announcements, Annual Report, stewardship, and educational materials, and oversee volunteers who assist with such production.
 - c. Manage the membership records and membership database in Realm and the paper-based Parish Register, including the production of the Annual Parochial Report
 - d. Keep track of and fulfill administrative requirements of the Episcopal Church, the Diocese of Virginia, and local governmental institutions, and facilitate successful Bishop Visitations
 - e. Manage Liturgical Calendar and Vestry Calendar, as identified by the Clergy, Vestry, and Ministry Area Leaders.
 - f. Perform office admin functions: mail, phones, supplies, keys, & voice mail messages.
3. **Role Competencies:**
 - Able to maintain confidentiality.
 - Willingness to effectively utilize and manage day to day tasks as outlined above using whatever tools available.
 - Proficient in Microsoft Office, Google Suite/Workspace, and Adobe.
 - Ability, or willingness to learn how, to effectively utilize and manage the Parish Database.
 - Proficient with email and internet use.
 - Able to work without direct supervision.
 - Able to meet deadlines while multi-tasking, prioritizing, and working efficiently.
 - Possess excellent proactive organizational and planning skills.
 - Attention to detail and accuracy.
 - Friendly, trustworthy, and honest
 - coordination and communication at the center of the various "moving parts" of the organization.

4. Normally responsibilities will be completed during a 20–25-hour work week during regular working hours, but by mutual agreement with the Parish Administrator, can be less or more. This is considered a non-exempt administrative position in terms of the Fair Labor Standards Act.
5. The Office Admin reports directly to the Parish Administrator, but is responsive to the needs of The Rector, parishioners, The Vestry, and leaders of ministry areas, in assisting them with the work of the parish.

Qualifications:

- Certifies no prior child sexual abuse convictions, paraphiliac diagnosis, or acts of abuse (Tab B-2 of the Diocese of Virginia *Policy Manual on Sexual Abuse and Misconduct*)
- Certifies reading of the relevant portions of the Diocese of Virginia *Policy Manual on Sexual Abuse and Misconduct* (Tab B-3).
- Provides documentation of fulfillment of the Diocese of Virginia Prevention of Child Abuse and Prevention of Adult Sexual Misconduct Training within three months of hiring. (attendance will be paid, along with mileage)
- Successfully completes a Virginia State Police criminal history/sex offender background check.

Compensation:

- Salary for 2024 is set at \$20/hour, payable bi-monthly in arrears, with direct deposit available.

To apply: Please send cover letter and resume to bookkeeper@stpetes.net