

# **Ministry Support Services Assistant**

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Saint Andrew's Chapel is looking for a part-time assistant for our Ministry Support Services Coordinator to aid the church body and staff through various weekly tasks. This position offers the opportunity to experience serving with a staff that seeks to glorify God through excellence in all we do. The ideal candidate will demonstrate good communication skills, humility, gentleness, and patience. This position requires 12-16 hours per week with an hourly rate starting at \$18.00 per hour. The position requires a presence in the church office and does not offer a remote work option. The hours will be divided into two or three days per week and occur between 8:30 am and 4:30 pm, Monday through Friday.

## **DUTIES AND RESPONSIBILITIES:**

- ▶ Receive phone calls and greet visitors to the church office
- ▶ Communicate with pastors and staff needed information
- ▶ Assist with written correspondence of pastors and staff
- ▶ Update membership records as requested
- ▶ Record member, regular attender and visitor attendance
- ▶ Prepare membership reports
- ▶ Manage bookstore sales and inventory
- ▶ Edit weekly bulletins
- ▶ Assist with New Member's Class details
- ▶ Print and assemble materials for classes and special events
- ▶ Maintain volunteer schedules
- ▶ Order and stock office supplies
- ▶ Other assigned projects and duties, as needed

## **REQUIRED SKILLS AND APTITUDES:**

- ▶ Minimum associate's degree required
- ▶ Excellent written and verbal communication skills
- ▶ Highly organized, self-starter with attention to detail
- ▶ Able to multi-task and differentiate between priorities
- ▶ Excellent computer skills including knowledge of Microsoft Office software
- ▶ Flexible schedule and availability
- ▶ Must evidence a godly and exemplary life

*Please submit a cover letter, transcripts and resume to Stassia Petersen at [spetersen@sachapel.com](mailto:spetersen@sachapel.com).*