**St. John’s Episcopal Church**

**750 Aurora Avenue**

**Naperville, Illinois 60540**

**Position Title:** Part-time Office Assistant

**Hours:** Tuesday – Friday, 9:00 a.m. to 2:30 p.m. (includes unpaid half hour for lunch); and

5 paid holidays (Christmas Day, New Year’s Day, 4th of July, Thanksgiving Day and

the day after Thanksgiving).

**Job Summary:** To assist the Rector and Parish Administrator in the management of parish affairs, including administrative, financial and facilities operation.

**DUTIES AND RESPONSIBILITIES**

**General**

* Exercise discretion, confidentiality, generosity and professionalism
* Arrive punctually to ensure reception availability during advertised office hours
* Complete all tasks promptly and accurately, ensuring deadlines are met
* Knowledge, experience and respect for Christian church culture is a requirement
* Demonstrate an on-going ability to learn
* Attend weekly staff meetings and other meetings as requested
* Assist with some facilities maintenance duties

**Specific**

* Experience with paper folding machines, desktop copiers and Risograph bulk copier
* Maintain website, digital sign, and other technology platforms
* Prepare worship bulletins for services
* Prepare communication literature such as posters, signs, and brochures
* Prepare the Lectionary Book of readings and prayers
* Assist with financial accounting duties as assigned
* Schedule lay ministries; maintain parish calendar and other communication documents
* Other duties as assigned.

**SKILLS AND REQUIREMENTS**

* Excellent receptionist and communication (both written and oral) skills
* Experience with Microsoft Office products, ACS People Suite, Constant Contact, other databases and technology platforms
* Knowledge of liturgical procedures or willingness to learn; experience with Episcopal tradition, Book of Common Prayer, 1982 Hymnal and other resources used in the church ministry
* High school diploma or G.E.D.
* Able to lift or carry paper, supplies, equipment and small-medium sized items
* Must have an attitude of genuine caring for the congregation, staff and guests
* Maintain a positive attitude at all times and poise under pressure
* Demonstrate a willingness to learn new tasks and functions
* Personal dress and appearance appropriate to the business and ministry of the Church
* Use discretion and confidentiality concerning information of church life and ministry shared in the normal flow of staff relations

If you wish to apply for the position please email the Rev. Verna Maria Fair, at vfair@stjohns-episcopal.com, including a resume and cover letter.

*02/2017*