



Church Administrative Assistant Posting

TEAM: Church

REPORTS TO: Member Engagement Lead

SUPERVISES: N/A

KEY WORKING RELATIONSHIPS IN ADDITION TO SUPERVISOR: Pastors, Resident Evangelist, Director of Youth Ministry

JOB TYPE/ FLSA: Full-Time / In-Person / Year Round / Salaried / Exempt

HOURS: Days, evenings, and weekends, flexible as needed

LOCATION: On-site, flexible with remote work

APPROVED BY: Kate Krieger, Member Engagement Lead

CREATION / REVISION DATE: July 2, 2024

Are you passionate about supporting the mission of a vibrant church community? Do you thrive in an energized and welcoming environment? We're seeking a dedicated Church Administrative Assistant to join our team and play a crucial role in serving our congregation. If you're looking for an opportunity to combine your administrative skills with your faith and make a meaningful impact, we would love to hear from you! St. Marcus is a vibrant church community where faith, fellowship, community engagement, and transformative love intersect to create a lively and engaging spiritual environment. Please visit our website to learn more - <https://www.stmarcus.org/>.

POSITION SUMMARY: St. Marcus Church is seeking a dynamic, relational, and organized Administrative Assistant to join our team. The Administrative Assistant will provide administrative and clerical support to the church staff, as well as assist in organizing various church events and programs.

QUALIFICATIONS:

- High school diploma or equivalent; associate's or bachelor's degree preferred.
 - Experience in a similar administrative role is preferred.
 - Alignment with St. Marcus Core Values - Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
 - Understand and support the mission of the church and school, experience and or understanding of the WELS denomination beneficial
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POSITION COMPETENCIES:

- Self-starter
- Demonstrates excellent communication in email and phone calls
- Detail-oriented
- Capable of managing multiple priorities simultaneously
- Possesses strong organizational and time management abilities
- Adaptable
- Technologically proficient
- Responsive
- Exhibits strong interpersonal skills, adept at relating to various personalities
- Takes initiative to acquire new knowledge
- Maintains confidentiality
- Proficient or willing to learn Planning/Church Center, Clearstream, Canva

- Possesses strong organizational skills to oversee multiple projects concurrently
- Values professional and spiritual growth

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provide administrative support to church staff, including answering phones, filing, and preparing documents.
- Manage ministry meetings and events, including the scheduling and communication of weddings, funerals, facility rentals, etc.
- Assist in organizing and coordinating church events, such as volunteer initiatives, community outreach programs, and fundraising activities.
- Maintain and update church records, including member information and financial documentation.
- Assist in the preparation of church materials, such as newsletters, bulletins, and marketing materials.
- Support the church leadership and staff with other administrative tasks as needed.
- Oversee, maintain, and order ministry supplies, including event, office, and cafe supplies.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

BENEFITS:

This position includes a generous benefits package - highlights of which include medical, dental, 403(b) plus match, PTO, paid holidays, tuition reimbursement, professional memberships, annual professional development allocation, and more. **Note: Medical, vision, and prescription drug coverage are 100% paid for by St. Marcus!**

St. Marcus offers health, vision, prescription, and retirement benefits to all employees who work 20 hours or more per week for 5 months or more in the year.

- Medical, vision, and prescription drug coverage. For Full-Time/Year Round/Salaried positions, **100% of premiums are paid by St. Marcus.**
- Long-term disability coverage. For Full-Time/Year Round/Salaried positions, **100% of premiums are paid by St. Marcus.**
- Group term life coverage (100% responsibility of employee)
- Dental (100% responsibility of employee)
- Health Reimbursement Account (when enrolled in the Health Plan) - 100% paid for by St. Marcus.
- 403b Retirement Plan with up to 2% matching, no vesting required, and deductions are pre-tax
- Free Before and Aftercare for school-aged children
- Reduced tuition for children of staff
- Tuition reimbursement for relevant & approved classes
- 3 weeks of Paid Time Off
- 10 Paid holidays
- Annual professional development allocation and professional memberships
- Mentorship opportunities
- Opportunity to work in an organization with a standard of excellence, a growth mentality, and a supportive, collaborative, team-focused environment

SALARY:

Salary commensurate with experience, range = \$40,000-\$43,000.

TO APPLY:

Please send resume and cover letter to jobs@stmarcus.org. The application deadline is August 6, 2024.

St. Marcus is committed to a diverse and inclusive workplace as we hire excellent people from a variety of backgrounds.
