



Administrative Assistant/ Social Media and Website Manager

Nativity's Mission: *Love God, Love People, Make Disciples*

Nativity's Vision: *An inclusive faith community, following the way of Jesus to nourish the body, mind, and spirit of the people of our south metro neighborhood.*

Position Purpose

The Administrative Assistant/Social Media and Website Manager provides a welcoming environment for staff, parish members and visitors during office hours and manages the daily operations and requirements of the parish.

This position reports to the Rector and is the main, confidential contact for all administrative and relational aspects of our congregational life.

This is a 20 hour/week part-time position.

Position Reports To

Dana Fath Strande, Rector

Position Responsibilities

The primary responsibilities are:

- Serve as a welcoming and accommodating presence for all who contact the church, whether by phone, email, or in person.
- Provide administrative support to the Rector. Work alongside other staff, parish leadership or members.
- Create and produce needed documents as required for worship services and other programs.
- Create and produce our communications to parishioners via email, Facebook, and our website as needed throughout the week. Work collaboratively with the Communications Team. Social Media posting and website updating is required.
- Maintain and coordinate the parish online calendar: Schedule of various events, meetings, and ministries happening throughout the week and weekend.
- Manage and coordinate building space requests by outside groups, parish teams, ministries, and programs.
- Maintain office equipment and equipment contracts.
- Order office supplies and paper.
- Collect & distribute mail. Take office mail to the post office when needed.
- Keep and maintain attendance records.
- Communicate with the Buildings and Grounds team, regarding needed building repairs and maintenance needs.
- Provide communication to visiting and new members, member transfers, baptisms, weddings, and funerals.
- Work collaboratively with the Membership Team regarding updates and maintenance of Simple Church, produce an annual directory, and provide up to date mailing labels for parish mailings.
- Maintain communication with the Episcopal Church in Minnesota's Office of the Bishop.



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- Schedule, teach, and encourage volunteers supporting the office and staff.
- Attend weekly Staff meetings.
- Develop, update, and maintain parish policies for funerals, weddings, outside group requests, space rentals, and office procedures.

Skills and Education Required

Education:

Minimum Education

- 2-year degree

Preferred Education:

- 2-year degree

Experience:

Minimum Experience

- At least 3 years of strong, relevant administrative and/or office management experience, preferably supporting a non-profit or a high-level executive

Preferred Experience:

- 3 year of office assistant experience
- 1-year experience in Social Media/Website Management

Additional experience/qualifications include:

- Proficiency in all Microsoft Office and Google Products; knowledge of Drop Box and website maintenance tools
- Proficiency with technology, including Internet, email, uploading and downloading documents, etc. plus the ability to move between programs and systems is a must
- Commitment to learn new technology as technology changes or the church moves to or invests in new systems
- Shows compassion and enthusiasm, with a gift for hospitality
- Ability to be welcoming and accommodating to visitors and balances with knowing how to get back to work
- Strong organizational skills
- Strong attention to detail and thoroughness
- Doesn't mind working alone in a quiet office
- Must be able to always maintain confidentiality
- Excellent written and verbal communications skills; creative and/or business writing skills a plus
- Ability to get along well with diverse personalities; tactful, mature, and flexible
- Responsive and follows through on commitments
- Ability to operate independently and "self-manage" projects with input and coordination from other appropriate people



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