



## **POSITION AVAILABLE**

### **Administrative Assistant for Children, Youth and Families Ministries**

All Saints Episcopal Church in Pasadena, CA seeks to hire an administrative assistant to provide support to the Children, Youth and Families (CYF) staff and office.

All Saints is a large, multi-ethnic, nationally recognized parish known for its liturgy, preaching, social outreach and peace and justice ministries. A successful candidate will have an attraction to the mission of All Saints, and some familiarity with church and/or nonprofit work environments. He/she will be a person who takes initiative, is extremely organized, has obsessive attention to detail, is sensitive to pastoral needs, and is comfortable interacting and communicating with a variety of people, including parishioners, parents, children and youth, and volunteers.

#### **Key Responsibilities:**

- To manage the smooth operation of the CYF office which includes budget tracking, financial report creation, and communicating with families about programs and events for children, youth and families;
- To maintain and update CYF database information and Outlook contact information;
- To maintain baptism records and track attendance in all programs;
- To purchase and maintain equipment and supplies needed for the efficient operation of the office;
- To schedule meeting rooms on campus;
- To coordinate major annual events for the department.

#### **Qualifications:**

- Three – five years experience in administrative support
- Strong written and oral communication skills
- Proficient in Microsoft Word, Excel and Outlook
- Ability to work with diverse population
- Strong and positive interpersonal skills
- Ability to organize work, prioritize multiple tasks and follow through on own initiative in a busy office environment
- Resourceful in researching and gathering information
- Flexible when new assignments or changes are introduced
- Experience with budgeting and financial tracking
- Experience planning and organizing events
- Database and data entry experience

This is a full-time, nonexempt position.

Full benefits, including health and dental insurance, are provided.

Submit resume and cover letter to Christina Honchell by mail: 132 N. Euclid Ave., Pasadena, CA 91101  
or by email: [honchell@allsaints-pas.org](mailto:honchell@allsaints-pas.org) (Word documents or PDFs only).

No phone calls please. Resumes accepted until August 15, 2014

**Being committed to an ongoing process of multiculturalism, we encourage applications from women, persons of color, and gay, lesbian, bisexual and transgendered persons. We are an equal opportunity employer.**