



# ADMINISTRATIVE ASSISTANT

## OVERVIEW

The Episcopal Church of the Messiah, Santa Ana, is a diverse congregation – young, old, liberal, conservative, gay, straight, educated professionals, working-class employees, English speakers, Spanish speakers. We meet in an architecturally important wood-shingled sanctuary that is the oldest church building in continuous use in Orange County. We are an intentional congregation, that is, our members have chosen Messiah for our commitment to multicultural urban ministry in the Santa Ana community, for our programs that offer opportunities for spiritual and intellectual growth, and for our assurance that “All are welcome here.” Members drive from Los Angeles County and from south Orange County, passing other Episcopal churches along the way, just to worship here.

## ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Messiah’s Administrative Assistant will be responsible for a wide variety of administrative tasks performed in its busy church office that is both the center of parish operations for clergy, staff and volunteers, and the key contact point for parishioners and visitors. The Administrative Assistant reports directly to the Rector. The position is subject to an annual performance evaluation.

The Administrative Assistant will work 25 hours per week, Tuesday through Friday, from 9:00 am to 4:00 pm on Tuesday, Thursday, Friday and 9:00 am to 5:00 pm on Wednesdays, including a one hour unpaid meal period, with occasional adjustment of working hours by the Rector for certain church activities and holidays.

Compensation will be \$17.00 per hour with health benefits through the Episcopal Diocese of Los Angeles (benefit details will be provided on request).

## RESPONSIBILITIES

1. Administers an office that serves as the communication center for the church.
  - a. Answers phone and emails
  - b. Coordinates mailings, copying and printing
  - c. Oversees editing and production of Parish communications –Messenger, e-Messenger, Life-in-the-Community
  - d. Maintains Master Church Calendar
  - e. Maintains Parish website and Facebook page
2. Oversees editing and production of Sunday liturgies, Parish Directory, other special publications
3. Serves as the main liaison with the Messiah community, both internally and externally
  - a. Assists parish committees with special events
  - b. Coordinates outside organizations using our facility
4. Assists staff with additional office tasks according to priorities set by the Rector.
5. Maintains Parish records, contact information and membership records.
6. Oversees function of church and office systems and equipment.
  - a. Orders and maintains office supplies.
  - b. Monitors proper function of equipment, including computers.
  - c. Coordinates vendors and outside contractors.
7. Oversees volunteers and coordinates training.
8. Becomes knowledgeable about basic parish life activities, people and systems.
9. Maintains Parish keys and key log

## SKILLS AND QUALIFICATIONS

1. Bilingual (Spanish/English)
2. Word processing-software proficiencies – WORD, Excel, Outlook, Constant Contact. Additionally must learn InDesign through parish-provided training.
3. Proofreading in English.
4. Writing and grammar skills in English.
5. Problem solving skills and interpersonal communication skills

We do not discriminate on the basis of race, ethnicity, age, gender and sexual orientation. All qualified persons are encouraged to apply.

Please send your résumé and a letter about yourself to: Abel E. Lopez, Rector

**rector@messiah-santaana.org**  
(Word or PDF documents only)