



**St. George's**  
Episcopal  
Church

**Ministry Assistant**  
**Staff Job Description**

**Position Title: Ministry Assistant**

**Position Classification: Permanent, Part-Time (25 hours per week)**

**Benefits: Vacation**

**Supervision:** Works under the general supervision of the Chief of Staff. The Ministry Assistant (MA) works at the pleasure of the Rector, who may from time to time assign other duties.

**Work Schedule:** Maximum of 25 hours per week. Monday – Thursday from 9 am – 3 pm, with a 30-minute lunch and Friday from 9 am – 12 pm. Occasionally, evening or Sunday afternoon meetings may be required, shortening the Friday schedule to compensate. Some scheduling flexibility is possible in consultation with Chief of Staff.

**Duties:** The Ministry Assistant's primary objective is to provide administrative support to the ministries of St. George's Episcopal Church. The MA is responsible for specific tasks in the following areas:

1. Communications
2. Administrative support
3. Data Management

**Qualifications:**

- High school diploma or equivalent education required
- 3 years of related office and / or communications experience
- Excellent teamwork and people skills
- Superior written and oral communications skills
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook
- Experience with digital design and communications platforms (e.g., Constant Contact, Canva)
- Social media proficiency is a plus (Facebook, Twitter, Instagram, YouTube)
- SharePoint experience is a plus
- Adobe InDesign experience is a plus

**Ministry Assistant Skills and Qualifications:**

- Microsoft Office Skills
- Copywriting and graphic design skills
- Organization
- Analyzing and applying data
- Hospitality and Welcome
- Working with volunteers
- Proofreading

### **Communications Related Job Responsibilities: 50%**

- Drafts weekly worship bulletins and announcements for review and finalizes for printing
- Drafts weekly e-newsletter for review and finalizes for distribution
- Creates graphics for e-newsletter, social media, email campaigns, etc., in Canva that are in keeping with brand standards
- Updates website weekly with bulletins, news items, and other needed updates
- Drafts press releases for review and distributes to media partners
- Collaborates with Chief of Staff to create and maintain print and digital publications that adhere to brand standards
- Assists with drafting and sending communications for various ministry groups
- Collaborates with Chief of Staff on communications campaigns from start to finish including direct mail, social media, digital outreach
- Leverages ACS (Church Management Software) data to develop, create, and deploy targeted communications for annual giving, fundraising appeals, events, small groups

### **Administrative Support Related Responsibilities: 35%**

- Provides radical welcome to all who come to the office – be it in-person, on the telephone, or online
- Provides administrative support to ensure efficient and welcoming operation of office.
- Carries out administrative duties such as copying, printing, scanning, bulk mailings, etc.
- Assists staff, vestry, and lay ministry leaders with administrative tasks such as preparing mailings, printing, and assembling handouts
- Exhibits polite and professional communication via phone, e-mail, mail, and in-person.
- Collaborates with Chief of Staff to prepare for Bishop visits, including logistics, scheduling, and paperwork completion
- Monitors and replenishes materials in pews and welcome areas, including nametags, pew cards, brochures
- Handles catering needs for staff functions and trainings
- Serves as backup for Parish Secretary

### **Data Management Related Responsibilities: 15%**

- Maintains small groups lists
- Pulls mailing lists from ACS (Church Management Software) for direct mailings and email campaigns
- Leverages member data to facilitate fellowship, involvement, and ministry
- Provides backup support for the Director of Fellowship, Newcomers, and Membership

**To apply for the Ministry Assistant position, please email a resume and cover letter to:**  
[apply@stgeorgesepiscopal.net](mailto:apply@stgeorgesepiscopal.net)