

# *all angels' church*

## **About All Angels' Church:**

All Angels' Church, located on the Upper West Side of Manhattan, is a diverse community of people from the New York metropolitan area: urban professionals, artists, families, singles and students, bound together by a common faith, love for God and love for our city. We were planted by St. Michael's Episcopal Church in 1859 as a mission in Seneca Village (now Central Park) to freed and runaway slaves and new immigrants from Europe. Today, we continue that mission in being a visible sign of God's invisible kingdom breaking through the dividing walls of racial, socio-economic and generational differences in our world.

Our vision is to see people transformed by the gospel, formed into the image of Christ and empowered for missional living.

## **Job Summary**

The Staff Assistant is a part-time staff person (24 hours/week) supervised by the Parish Administrator. They will be responsible for providing administrative support for the various ministries of the church, particularly the Rector. This position will require work hours on Monday, Wednesday and Friday and occasional attendance at a Sunday worship service if not a regular attender.

## **Responsibilities:**

- Create Sunday and seasonal service bulletins.
- Provide administrative support for parish events.
- In conjunction with the Operations & Communications Manager, circulate parish communication including weekly emails and special updates.
- Maintain updated databases.
- Coordinate calendar of building use and communicate with groups that use the building.
- Maintain and coordinate rental contracts with groups using the building.
- Maintain office equipment and supplies.
- Answer phones, relay messages, respond to general voice mail and email.
- Sort, file and distribute mail and other deliveries.
- Respond to questions and needs of those who come to the door.
- Support Rector, Parish Administrator and Ministry Directors as needed.
- Attend one Sunday worship service every month, alternating AM and PM (if not a regular attender).

## **Qualifications:**

- A desire to serve God in the ministries of an active and diverse church body

- Demonstrates self-awareness, emotional health and mature character.
- Excellent interpersonal, communication, and organizational skills.
- Excellent proofreading and editorial skills.
- Flexible and multi-task oriented.
- Careful attention to detail.
- Proactive and takes initiative rather than waiting to be directed.
- Ability to do creative problem solving on the fly.
- High degree of computer proficiency: Microsoft Word, Excel, Adobe In Design, Photoshop, GarageBand, PowerPoint

**Contact Information:**

Send resume and cover letter to Ann Kosmerl, Parish Administrator

Phone: 212-362-9300 ext. 226

Email: [parishadmin@allangelschurch.com](mailto:parishadmin@allangelschurch.com)