

## Title: Administrative Assistant

The Church of the Ascension and St Agnes  
1219 Massachusetts Ave, NW  
Washington, DC 20005

- Please send a cover letter along with your resume to: [Parish.Administrator@ASA-DC.org](mailto:Parish.Administrator@ASA-DC.org)
- Full-time position – some Sundays as needed (9-2) and scheduled in advance
- Salary range: \$47,000 to \$57,000 dependent on experience
- Location: in church's office in Northwest DC

### POSITION SUMMARY

The Administrative Assistant supports the management of the day-to-day operations of the parish and facilitates implementing the short-term and long-term facility and operational goals, informed by the parish's mission, vision, beliefs, and values and in the light of the parish's Strategic Plan, as determined by the Rector and Vestry. The Administrative Assistant reports to the Rector.

### JOB REQUIREMENTS

#### Essential tasks

- Provide administrative support to the Rector and other clergy, Vestry, Treasurer, Ministry Leaders, and Ministries.
- Collect and prepare information and announcements to the parish through various communication methods (printed and electronic). The Sunday bulletin is foremost in this area.
- Help coordinate the cleaning, maintenance, repair, and use of parish facilities and grounds.
- As outlined and with oversight by the Treasurer and outside accountants, help support the day-to-day financial operations.
- Facilitate the smooth operation of parish information technology which includes telephones, network, internet and online applications, and photocopier.
- Manage membership records.
- Serve as "Minister of Belonging" by managing hospitality.
- Be a friendly ambassador to the larger community.

#### Qualities/Competencies

- Spiritual and personal maturity and integrity
- Respect for the Christian faith/life
- Strategic and team thinking and self-sufficiency
- Open communication while maintaining confidentiality
- Adaptability and flexibility
- Attention to organization, detail and timeliness

#### Qualifications/Skills

- Experience in church or non-profit office management or support
- College degree or equivalent/corresponding experience
- Volunteer use/management in mission fulfillment
- Proficient in MS Office Suite (Word and Excel)
- Proficient in Bill.com, QuickBooks and PayChex
- ACS database experience a plus

- Background check to be completed if offered a position.
- "Safe Church, Safe Communities," online learning certificate, to be completed during work hours within 3 months of hire.