

JOB OPENING: ADMINISTRATIVE ASSISTANT

sttims.org



Job announcement:

St. Timothy's Episcopal Church and Preschool is an open and affirming community of faith in Mountain View, CA. We seek an enthusiastic, organized, adaptable Administrative Assistant to join our office to provide support for the business of running both the parish and preschool. This person oversees the day-to-day operations of the church which includes communications, facility management, event management, preschool administration, and coordinating with the bookkeeper. They help maintain relationships with members of the congregation and with other users of our space, and we are looking for someone who can bring both joy and clarity to those interactions.

This is a part-time position (~15 hours/week), with the option for hybrid remote flexibility.

Qualifications:

- Excellent communicator, in both written and verbal forms.
- Experience with church or nonprofit office management.
- Kind, thoughtful presence in interfacing with both community and outside groups.
- Strong organizational skills.
- Effective time management ability.
- Willingness to be proactive in assessing and meeting needs.
- Technological proficiency, particularly with Google Workspace suite, Constant Contact, ADP, social media platforms, 1Password, etc.
- Familiarity with Realm (or similar church database management software) a strong plus!

We offer:

- \$30/hour.
- 2 weeks paid time off and paid legal holidays.
- Flexibility in working hours and location (some on-site required).
- A collaborative team and warm, community environment.

To apply: Send cover letter and résumé to: nikky@sttims.org with subject line **Admin**.



POSITION DESCRIPTION - ADMINISTRATIVE ASSISTANT

POSITION TITLE	Administrative Assistant to St. Timothy's Episcopal Church and Preschool
REPORTING RELATIONSHIPS	Rector
SUPERVISORY RESPONSIBILITIES	Contractors and other Facilities Staff when required
LOCATION	St. Timothy's Episcopal Church, Mountain View (partial remote option available)
EMPLOYMENT TYPE	Hourly compensation, ~ 15 hours/week

POSITION BACKGROUND

The Administrative Assistant provides support to the St Timothy's Episcopal Church Priest, Staff, Wardens, and Congregation. This person manages the day-to-day operations of the Church which includes communications, facility management, event management, supporting our preschool, and coordinating with the bookkeeper.

KEY PERFORMANCE AREA ONE: COMMUNICATIONS	
KEY ACCOUNTABILITIES	
1.	Manage internal and external communications on behalf of St Timothy's, in conjunction with Priest and other staff.
2.	Answer and respond to all incoming queries made in person or via phone or email in a timely manner. Check and process all incoming mail.
3.	Maintain Realm database with accurate information. Reach out to parishioners for updates as needed.
4.	Populate a weekly electronic newsletter for Parishioners using Constant Contact.
5.	Post updates to website and social media.
6.	Facilitate and record 'Safe Church' training records for staff and parishioners.
7.	Administer and maintain personnel files whilst maintaining confidentiality and security of data.
8.	Prepare digital and hard copies of the Annual Report.
9.	Oversee the management of official records and files of the congregation.

KEY PERFORMANCE AREA TWO: OPERATIONS

KEY ACCOUNTABILITIES

- | | |
|----|--|
| 1. | Manage and schedule private and public events in the Church calendar. |
| 2. | Manage timesheets and update staff benefits with relevant companies as needed. |

KEY PERFORMANCE AREA THREE: FACILITY MANAGEMENT

KEY ACCOUNTABILITIES

- | | |
|----|--|
| 1. | Work closely with staff and facilities team to update key codes and maintain access list. Coordinate with anyone requiring campus access and communicate changes in access codes to appropriate personnel. |
| 2. | Manage IT hardware systems, including annual password changes and periodic maintenance. Liaise with telecommunications companies as needed. |
| 3. | Oversee janitorial contract and work, ensuring appropriate cleaning of facilities. |
| 4. | Order supplies for campus as needed. |
| 5. | Manage booking calendar and contracts for space rental for non-Church events. Coordinate with the bookkeeper to track and process payment. |

KEY PERFORMANCE AREA FOUR: PRESCHOOL ADMINISTRATION

KEY ACCOUNTABILITIES

- | | |
|----|---|
| 1. | Manage student enrollment and tuition invoices monthly in Procare. |
| 2. | Coordinate with preschool director to adjust drop in fee and other enquiries. |
| 3. | Collect licensing paperwork from new families; maintain appropriate files. |
| 4. | On-board staff, including orienting teachers to electronic time cards, benefits, PTO, and tracking fingerprinting in the Guardian system. |
| 5. | Update Preschool Licensing forms as needed. |
| 6. | Identify potential community events / venues at which to publicize preschool. |
| 7. | Assist director in sharing information about preschool on social media. |
| 8. | Update brochures, fliers, and other promotional materials. |