



Administrative Assistant

Do you have a heart for ensuring all the details are in place? Do you love using the computer and collaborating as part of a group? Do you have an authentic and active relationship with Jesus Christ?

Overview:

This position is responsible for providing coordination and administrative support for the Community Engagement team in a professional environment.

Key Attributes:

- **Organizer.** Possess strong attention to detail and ability to keep projects on time.
- **Motivated.** Have ability to prioritize tasks in a fast paced, high expectation environment.
- **Positive.** Enjoy new challenges and be able to work with a variety of personalities.
- **Creative.** Be able to find solutions to various problems.
- **Knowledge.** Must have an understanding for Microsoft Word and Excel.
- **Loves Jesus.** Have a strong spiritual commitment and understands the culture of St. John Church and willingness to become a member.

Job Responsibilities:

- Manage and coordinate for all administration functions including project management, professional meeting minutes, ordering supplies, monthly metrics, and reserving rooms.
- Track attendance for various community events or local missions' events, and update volunteer information
- Oversees and maintains Shelby database for the department. Should have the ability to extract data based upon criteria and mail merge information.
- Receive and process all mission trip applications, forms, and other personal information required for each trip.
- Assist Community Engagement Director with special event planning such as the Global Leadership Summit.
- Manage the Christ in Action (CIA) email distribution list and communication blasts.
- Backup for receptionist and other administrative assistants.

Hours:

Part time position working 24 - 28 hours a week with typical working days Monday – Thursday from 8:00am – 2:30pm with ability to occasionally work longer hours.

To Apply:

Interested candidates should submit a resume and answer the following questions in a cover letter:

- Why do you want to work for St. John Church?
- How does your work experience fit with this position?

Send to tdunn@stjstl.net or by mail St. John Church, Attention: Tracy Dunn, 15800 Manchester Road, Ellisville, MO 63011. To learn more about our organization visit our website at www.stjstl.net.