Job Posting for Executive Assistant

St. Martin's Episcopal Church is seeking an experienced full-time Executive Assistant to provide administrative support to senior clergy leadership. This resourceful individual will serve as liaison, interfacing with leadership, the staff and the congregation. The Executive Assistant's conflict management skills, self-awareness, collaborative work style and ability to multitask makes her or him a key team player.

Working at St. Martin's is so much more than simply having a job! As part of St. Martin's family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions, they also get to experience St. Martin's mission first-hand. Through their daily operations and by the power of the Holy Spirit, employees bring many people to know, love, and serve God as revealed through Jesus Christ; and transform them into spiritually renewed disciples of Jesus who know, love, and serve one another and the world.

Tasks & Responsibilities

- Coordinate the administrative function of the office while successfully managing ambiguity and competing priorities.

- Conduct and manage special projects, allocating and coordinating resources.

- Oversee or support project and event management from start to end (i.e. initiation, planning, execution, the event and closure), ensuring outstanding results.

- Draft and proof read presentations, letters, messages and announcements to volunteers, parishioners, and staff ensuring a seamless communication flow.

- Create and analyze reports while interpreting complex data.

- Take initiative and perform additional duties as assigned.

Qualifications

- A minimum of an Associate College degree is required.

- Experience working in a church or religious institution is ideal.

- Ten years of increasingly responsible related experience.

- Proficiency in Microsoft Office (e.g., using pivot tables, mail merges, if-then statements, v-lookup, etc.) and comfort adapting to new software.

- Typing speed of 45wpm.

- Valid driver's license.

- Due to the nature and context of this role, only Christian applicants will be considered.

Candidates selected for interviews will demonstrate mastery of listening, writing, analytical and software skills on an assessment conducted during the candidate selection process.

Cover letters and resumes may be emailed to recruiter@stmartinsepiscopal.org