

Position Opening

St. Michael & All Angels Episcopal Church
1704 NE 43rd Avenue
Portland, OR 97213

Position Title: Associate for Administration
20 hours per week

We seek an energetic person to join our staff whose responsibility will include secretarial and administrative duties in support of a dynamic church community in NE Portland. Duties include understanding the many functions of the congregation, its various commissions and committees, current and proposed activities of the parish and working with other groups who seek to use the parish facilities. Ideal candidate has the proven ability to work with people in a friendly, helpful and courteous manner. Spanish language skills desirable.

Duties and responsibilities:

Reception duties including answering telephone and initial contact with the parish to people who call or come into the office

Computer skills in MS office, including Word, Excel, and Adobe InDesign; skilled at editing, including mastery of grammar, syntax, punctuation, spelling, including design and layout skills

Ability to learn Church Windows software and maintenance of membership information

Responsible for oversight of parish files and parochial reports

Coordinate and interface with parish office volunteers in specific projects

Screens and processes requests for facilities use including maintenance of master calendar of building use and event scheduling

| Salary commensurate with experience. Please send resume and cover letter to St. Michael & All Angels, 1704 NE 43rd Avenue, Portland, OR 97213, or email to joan@stmaa.org.