



ST. ANDREW

Administrative Assistant, BOL and Invite Ministries

Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Executive Director of Beacon of Light and the Executive Director of Invite Ministries this position supports the day-to-day operations for both ministries by performing a variety of administrative and clerical tasks. This role is essential in helping these ministries function efficiently and professionally while contributing to our mission-driven work.

Essential Functions

- Provide general administrative support including filing, data entry, document preparation, and correspondence.
- Financial record keeping (including invoices, expenses, and reconciliations)
- Support bookkeeping or invoice tracking processes as needed (with guidance).
- Assist with donor acknowledgments, mailings, and other development-related tasks.
- Answer phone calls, emails, and other communications.
- Schedule and coordinate meetings, appointments, and events.
- Maintain and update contact lists, databases, and records.
- Help prepare reports, meeting minutes, and presentations.
- Order and organize office supplies and manage basic facility needs.
- Perform other administrative duties as assigned to support the team.

Beacon of Light

- Serve as the Administrator for Beacon of Light's Learning Management System
- Coordinate Beacon of Light's bi-monthly board meetings
- Serve as administrative point of contact for Beacon of Light's board members

Invite Ministries

- Act as the point of contact for some author relationships
- Receive, track and prepare book shipments
- Identify, recruit and train volunteers to assist with shipments
- Update material on the website, including posting new home pages and landing pages to along with sales, events and seasons

Competencies

- Previous administrative or office experience preferred, especially in a nonprofit setting.
- Strong organizational and time management skills.
- Excellent written and verbal communication.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and/or Google Workspace.
- Ability to work independently with attention to detail.
- A commitment to the mission and values of the organization.

Supervisory Responsibility

This position will lead volunteers

Physical Demands

This is largely a sedentary role; however, some filing is required. This position may require the ability to move equipment from one location to another and the ability to lift 50 pounds.

Position Type and Expected Hours of Work

This is an exempt part-time position at 28 hrs/week. Office hours will be set, but are flexible around morning/evening events or other church activities.

Travel

No travel is expected for this role.

Required Education and Experience

- High school diploma
- One year of administrative experience

Preferred Education and Experience

- Associate's degree
- Two years of related experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, submit your resume to
resume@standrewmethodist.org