



St. Paul's – San Pablo
Lutheran Church

Administrative Assistant
St. Paul's–San Pablo Lutheran Church
Minneapolis, MN
www.sanpablostpaul.org

The Administrative Assistant supports the administrative and physical functions for St. Paul's–San Pablo Lutheran (ELCA) a dynamic bilingual neighborhood church located in the Phillips Neighborhood of Minneapolis. This person must be proactive and well organized with close attention to detail; a strong writer, flexible, and able to manage multiple activities with minimal supervision. Combining human warmth with great competence, the Administrative Assistant will interact with St. Paul's–San Pablo members, tenants, vendors contractors, staff, and with a dynamic set of community organizations who partner with St. Paul's–San Pablo to serve the physical and spiritual needs of our community.

RESPONSIBILITIES

Administrative:

- Create user friendly bilingual worship aids for in-person and online participants.
- Perform general office duties such as ordering supplies, maintaining inventory, responding to email in a timely manner, and answering phones as needed.
- Manage Building Space Use, maintain calendar of events and communicate set up needs.
- Maintain membership records.
- Manage deposits, posting of contributions into member records, record all online gifts and credit card funds to online database Elvanto.
- Arranges routine utility services and maintenance for Church, Education Building, and Parsonage.
- Submit invoices for processing
- Work closely with and support the Senior Pastor.
- Attend weekly one-on-one with the Senior Pastor.
- Other duties as assigned.

Communication:

- Produce special, one-time projects each year such as Directory, Annual Report, and congregational mailings.
- Create and send weekly e-News (email blast).
- Ensure website is up-to-date, and easy for users to navigate.

EDUCATION AND EXPERIENCE

- Demonstrated ability to communicate constantly and consistently while managing a detail-heavy workload with multiple deadlines.
- Proficiency with Gmail, Google Drive, Google Calendar, Google Forms required
 - Ability to support other electronic platforms (TEAMS, etc.) a plus
 - Proficiency with Microsoft Word, PowerPoint, Excel and other common applications required
 - Proficiency with Zoom, Facebook, Instagram, and YouTube preferred
- At least four years of office administrative experience.
- Demonstrated ability to work effectively with people from diverse backgrounds in an inclusive community.
- Strong interpersonal and communication skills and technological literacy.
- Able to be both great team members and self-motivated action-takers.
- Spanish proficiency is strongly preferred.

COMPENSATION, BENEFITS AND RESOURCES

- This position serves under the direction of the Senior Pastor.
- Part-Time (not benefit eligible), 10 hours/week at \$20/hour.
- Schedule: Hours selected within a 9AM-6PM timeframe, coordinated with the Senior Pastor sometime throughout Monday to Friday. Remote review and response: Respond to urgent emails once between Saturday and Monday.

St. Paul's–San Pablo is an equal opportunity employer that encourages applications from candidates whose backgrounds are diverse in terms of culture, age, race, language, class, gender identity, sexual orientation, religion, and ability.