

**POSITION: Administrative Assistant - 30 hours/week**

**EMPLOYER:** St. Peter's Episcopal Church  
1317 Queen Emma St., Honolulu, HI 96813  
808-533-1943  
www.stpetershonolulu.org

**HOURS:** 8:30am-3:00pm, 30 hours with 30 min. break for lunch

**REPORTS TO:** the Rector

**DUTIES:**

Primary staff person responsible for office communications, e.g. phone calls, greeting visitors, routing mail, email, and FAX correspondence

Design and prepare the church bulletins, e.g., Sunday and special service bulletins, funeral/memorial service bulletins, in consultation with the Rector

Ensure that preparations are in place for Sunday worship and lay participants are notified

Format, print, and disseminate monthly newsletter, periodic special mailings, and Annual Report to the congregation

Responsible for church record keeping, maintaining the church calendar, and computerized data base

Maintain office equipment and purchase needed office supplies

Monitor the church website and Facebook page

Assist the Rector with projects as they arise

**QUALIFICATIONS:**

**Education and Experience**

High school diploma (or equivalent) required. Preferred: Associate's degree or equivalent from two-year college or technical school and a minimum of two years of related experience and/or training. A background check will be required and must be passed.

### **General Requirements, Skills, and Aptitudes**

Excellent written and oral communication and interpersonal skills

Excellent proofreading skills

Highly resourceful, organized and attentive to detail; strong analytical skills

Ability to effectively prioritize, multi-task and manage time

Ability to work independently as well as collaboratively within a team

Willing to take on projects and learn new skills/tasks

A positive attitude and high level of flexibility, handles interruptions well

Ability to build effective relationships with staff and community

High level of professionalism, diplomacy and discretion with the ability to maintain matters of confidentiality

Interest in the organization's mission and operations

### **Language Skills**

The ability to read and speak English is a must, as is a high level of skill in written English, including spelling, grammar, and punctuation.

### **Mathematical Skills**

Basic math skills to include the ability to add, subtract, divide, multiply, and calculate percentages.

### **Computer and Office Equipment Skills**

Strong computer and Internet research skills, including spreadsheet and Word programs, as well as e-mail are required.

Ability to utilize Microsoft products (Word, Excel, Publisher) and/or comparable software at an intermediate level or better on either a PC or MAC

Familiarity with the Google productivity suite

Ability to conduct internet research

Ability to use multi-line phones, copier, fax, printers

Average typing speed: 50 wpm or better

### **Send a resume and cover letter electronically or by U.S. mail to:**

Pastor Diane Martinson

[pastordianem@gmail.com](mailto:pastordianem@gmail.com)

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