

St. Matthew's, a Roman Catholic Parish, seeks a part-time Administrative Assistant. We are a welcoming and caring community, rooted in social justice, and known as the Good Samaritan on the west banks of the Mississippi. To apply, submit a resume and cover letter via email to pgrant@st-matts.org. Applications received before December 1 receive priority consideration. Wage is \$16-\$18/hour, depending on experience.

Our Mission: *The Church of Saint Matthew exists in the world as a visible expression of God's love.*

Administrative Structure: St. Matthew's has a Parochial Administrator [a priest with duties/responsibilities for another parish/and or archdiocesan ministry], a Sacramental Minister [a priest who presides at the Masses and celebrates other sacraments as necessary], and a Pastoral Administrator [a person who handles all of the administrative/operational tasks related to running the parish].

Position Summary: The Administrative Assistant works 20-25 hours/week (M-Th) to fulfill the administrative tasks of the church office in support of the congregation and mission of the church. This person will be the welcoming face of the church to all who enter the church office. The Administrative Assistant works cooperatively and efficiently with the Parish Administrator (the direct supervisor) and Pastoral Council.

Key Areas of Responsibility

- Assist with Parish communications to include weekly bulletins, worship aids and advertising
- Maintain membership database and sacramental record keeping
- Coordinate rentals and special events
- Maintain office equipment and vendor relationships
- Mail processing

Education/Experience/Requirements

1. High school diploma or equivalent
2. Strong oral and written communication skills
3. Microsoft Word and Publisher knowledgeable
4. Ability to maintain high level of confidentiality

5. Ability to meet deadlines and be a self-starter
6. Ability to pass criminal background check.

Preferred, but not required

1. Practicing Catholic in good standing
2. Bilingual - English and Spanish proficiency

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is moderately required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision and Distance vision.

About Us

Parish Mission

The Church of Saint Matthew, Saint Paul, Minnesota, is a Roman Catholic parish of the Archdiocese of Saint Paul and Minneapolis. We exist in the world as a visible expression of God's love.

Since its beginnings in 1886, the Church of Saint Matthew has been an integral part of the West Side Community in the City of Saint Paul, MN. It is known for providing support and assistance to those in need. The parish partners with *Loaves and Fishes* to provide a healthy evening meal five days a week to families and individuals; with *Saint Mary's Health Clinics* to provide free medical care to those who need it; and with *Casa*

Guadalupana to provide housing and support to individuals and families seeking asylum.

We are a volunteer-driven parish of approximately 500 families/parishioners. Members of our parish community serve as receptionists for both the Parish Center (office) and Saint Mary's Health Center. Volunteers handle accounts payables and prepare invoices to be paid through PASC. Parishioners are active in the liturgy as lectors, Eucharistic ministers, musicians, greeters, ushers and online. A group ministers to members who are unable to attend weekly mass in person. Our youth faith formation is managed by a volunteer, and its teachers are all volunteers. We have an active Men's Club whose members contribute many hours as well as funds supporting the work of the parish. The Rosary Society provides support and activities for the women of our parish, supports the hospitality activities related to special events, and provides an important ministry by assisting grieving families who have lost a loved one to arrange for and provide a funeral lunch.