



Title: **Administrative Assistant – Full Time**  
**Ministry Support Services**

Accountable to: Business & Operations Director

St. Andrew's is an intergenerational community of 1,200+ children, youth, and adults who are discovering God's grace together. We are a church community that desires to be the light of Christ in Northwest Tucson, shining brightly throughout this city as we move out each week into our schools, our places of work and recreation. The members of St. Andrew's are called to be God's Kingdom people and by God's grace we will endeavor to do just that! This is our mission: "To know God, and make God known, through lives transformed by Christ."

#### Position Profile

The Administrative Assistant supports the ministries of St. Andrew's. Emphasized support is provided to the Family Ministries and the Administrative Support Team. Additionally, the position is responsible for receiving and coordinating facilities use requests and reservations, for coordinating and purchasing office supplies, and for coordinating office equipment maintenance. Leads the church office reception of visitors and guests and is the contact with the volunteer coordinator for scheduling church office volunteers. Salary: \$29,000-34,000 DOE. Benefits: Paid Time Off, Holidays, and medical plan.

#### Key Traits/Attributes:

- Engaging and positive personality
- Team player committed to fulfilling the needs of the ministries, members, and guests
- Comfortable working independently or as part of a team
- Excellent communication skills

#### Key Competencies:

- Proficient with Microsoft Word and Excel
- Experience with Microsoft Publisher and Adobe creative suite
- Experience working with print production level copiers
- Excellent writing and grammar skills
- Time management skills

#### Experience

- Experience may be waived in lieu of Key Traits/Attributes and Key Competencies

***Submit Resume of Qualifications to Brad Engel at [bengel@sapctucson.org](mailto:bengel@sapctucson.org) or the church office.***