

SEA EPISCOPAL CHURCH

One congregation in two locations and online.

[SEA Episcopal Church](#) has an **immediate opening** for a part-time (15-19 hours/week) **Administrative Assistant** to work on-site at our San Bruno location.

SEA Episcopal Church (formerly Saints Elizabeth & Andrew Church) seeks an energetic and personable individual who knows their way around Microsoft Office, email and social media platforms, website management, and church service bulletin production. This position requires a creative problem solver, a self-starter, an individual who can maintain strict confidentiality, a collaborative team player, and someone dedicated to equality, diversity, and inclusivity.

The right candidate must be professional and pleasant when interfacing with the public, parishioners, and staff of SEA Episcopal Church, as well as the Director, Staff, students, and families of [St. Andrew's Preschool](#) (found on the lower floor of our San Bruno location). Good judgement, discretion, and appropriate confidentiality are essential. Previous experience working with churches is highly valued but not strictly necessary. A sense of humor is definitely a plus.

Position: Administrative Assistant
Supervisor: Vicar (clergy person) of SEA Episcopal Church
Hours: Part-time (19 hours/week) Regular hours Monday through Friday.
Hours are negotiable but should be the same every week.
Location: SEA Episcopal Church Office at 1600 Santa Lucia Ave, San Bruno.
This position requires the employee to work on site.

Duties and responsibilities include, but are not limited to:

- Opening/Closing Church Office
- Answering telephone and responding to voicemail and email.
- Managing mail distribution.
- Collaborating with Vicar and Music Director to create and publish all weekly and special occasion worship bulletins, utilizing resource found both in-house and online.
- Collaborate with Staff and various Committees to create, publish, and distribute Weekly Announcements via email and USPS.
- Collaborate with Staff, Church Members, Volunteers, and Community Groups to maintain and publish up-to-date calendars, schedules, room usage agreements, etc.
- Record keeping, file management, and file maintenance.
- Assist with coordinating appointments for Building & Grounds maintenance and keeping up to date contact lists.

How to Apply: Applications accepted immediately and until position is filled.

- Email a cover letter and resume.
- Subject line: Administrative Assistant
- The cover letter may be addressed to The Rev. David G. Smith
- Email: seaepiscopalvicar@gmail.com

Job Type: Part-time (15-19 hours/week)
Pay: From \$20.00 per hour
Schedule: Monday – Friday
Education: Some college preferred; Diploma/GED required