

Job Title: **Administrative Assistant**

Location: Remote (or Hybrid if local)

Job Type: Part-Time Approx. 20 hours / week

Pay: \$25 per hour



About St. Andrew

Church Anew is a vital ministry of St. Andrew Lutheran Church in Eden Prairie, Minnesota, a congregation of the Evangelical Lutheran Church in America. Serving more than 7,000 members in the Twin Cities and around the nation, St. Andrew is moving our community to: “live out our faith in daily life.” Rooted in Christ, we are nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, and equipping all as servant leaders. St. Andrew Lutheran Church is an equal opportunity employer commitment to providing equal employment opportunities for all applicants and employees, regardless of race, religion, gender, national origin, sexual orientation, age, disability, marital status, or veteran status.

About Church Anew

In this ongoing season of disruption and decline of institutional Christianity, thousands of Christian leaders in North America from dozens of denominational affiliations trust Church Anew to guide them. Emerging change-makers and established national visionaries have been delivering weekly blog posts, email newsletters, virtual and in-person gatherings, and groundbreaking ready-made resources. Church Anew is filling a gap for ministry resources and seeing growth and impact on every marker. We now serve more than 1,500 congregations, 6,000 Christian leaders who have attended events or purchased resources, and a global audience of more than 450,000 unique visitors to our website. As a testament to our vitality, Church Anew is leading and partnering in two major initiatives funded by Lilly Endowment, Inc.: (a) Compelling Preaching Initiative, in partnership with St. Luke’s Episcopal Church in Atlanta to cultivate networks of BIPOC preachers; and (b) Thriving Congregations Initiative to transform the trajectory of ELCA congregations over the next five years through resource generation and intensive coaching. Rooted in a vibrant ELCA congregation at St. Andrew Lutheran Church, our ministry represents the rich diversity of North American Christianity in race, ethnicity, age, gender, sexual orientation, perspective, socio-economic status, and education. Church Anew is an established leader and a trusted guide for diverse expressions of Christian practice across North America.

Position Overview

Church Anew is seeking a highly organized and proactive Administrative Assistant to support our team. The ideal candidate will have excellent communication skills, strong attention to detail, and the ability to multitask in an environment that is adapting, growing, and changing quickly. Experience with working remotely very helpful. Experience or understanding of church dynamics preferred.

Key Responsibilities

- Perform general administrative duties, including answering Church Anew calls, managing correspondence, and scheduling meetings.
- Handle customer inquiries and provide excellent service.
- Organize email and calendar of Executive Director to flag messages that require a response, nudging as needed and reminding when necessary.
- Maintain and organize electronic files & documents.
- Assist in the preparation of reports, presentations, and other documents.
- Support project management by tracking deadlines and deliverables.
- Assist with financial tasks, such as invoicing and expense reports.
- Collaborate with team members on various projects as needed.

Qualifications

- High school diploma or equivalent; associate's degree or higher preferred.
- Proven experience as an administrative assistant or in a similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) and Zoom
- Strong organizational skills and attention to detail.
- Demonstrated capacity in customer, user, or client support, and ability to provide best in class service and hospitality.
- Ability to prioritize tasks and manage time effectively.
- Discretion and confidentiality in handling sensitive information.

Benefits

- Part time employees are eligible for Earned Safe and Sick time (ESST) under the State of Minnesota. This law provides one hour of sick and safe time for every 30 hours worked, up to a maximum of 48 hours each year.

How to Apply

Interested candidates should submit their resume and a cover letter to Denise Loftus @ dloftus@standrewlu.org with the subject line "Administrative Assistant Application."