

St. Philip's Episcopal Church
2800 Stanford Ave / Los Angeles CA 90011

Job Description: Executive Assistant
(18 hrs./wk., part-time position)

Priest/Vestry:

- Helps manage calendars of appointments and deadlines as requested by the Priests.
- Handles email and call responses for the Priests, Wardens and Vestry.
- Helps music leaders with copies of music and communication.
- Coordinates the communication with the Cantor, Dr. Edd Jordan and the Organist, Ms. Galina Lubich.

Office:

- Provides support to Clergy (Priest and Deacons) in English and in Spanish.
- Handles incoming and outgoing mail in a timely and efficient manner.
- Checks and responds to voicemails and emails in English and in Spanish for St. Philip and San Felipe.
- Correctly directs emails as addressed Clergy, Wardens or to whom it may concern.
- Prepares bulletins for English and Spanish worship services.
- Handles communication for St. Philip's with the Diocese to meet requirements, such as Parochial Report, Diocesan Convention Registration, Clergy Conference, etc.
- Provides administrative support to lay leaders, wardens and chairs of St. Philip's Committees.
- Helps coordinate communications between Spanish and English-speaking members and delivers messages in Spanish from the Priest/Vestry
- Maintains and updates the Church Directory.
- Organizes and maintains the office file system.

Assists the Treasurer:

- Makes entries of income and expenses in the financial system.
- Notifies Treasurer of accounts received and due for payment.
- Prepares Check Requests and obtains authorization to process.
- Communicates and coordinates with Chairs of Committees regarding financial transactions.
- Enters and tracks church donations and pledges in Donor Database and provides quarterly statements, acknowledgement letters and related communication.

Assists the Clerk of the Vestry:

- Prepares and takes Vestry Minutes in the absence of the Clerk.
- Assists Clerk with record-keeping of the church.

Position Details:

- Compensation: Starting \$ 19.83/hr. Negotiable
- To apply:
 - Contact – Shirley Smith, Team Warden
 - Email – sandgsmith18@gmail.com
 - Phone – (323) 371-3271
 - When applying include a letter of introduction and resume