



SAINT PAUL HMONG ALLIANCE CHURCH
1770 MCMENEMY STREET
MAPLEWOOD, MN 55117
www.sphac.org

Position: Administrator Assistant

Salary: \$23 – \$25/h

JOB TYPE

Full-time

Health Insurance Available

Day shift

Sunday-Thursday 9:00AM-5:00PM

Qualification

- Experience with Microsoft Office: 1 year (Preferred)
- Administrative experience: 1 year (Preferred)
- Customer service: 1 year (Preferred)
- Basic accounting knowledge: 1 year (preferred)
- High school diploma: 2 years college degree (preferred)

Full Job Description

Saint Paul Hmong Alliance Church is an accredited denomination church that's affiliate with the Christian Mission Alliance (C&MA) whose mission is to produce disciples who are dedicated to Christ, developed in their faith and talents, and duplication themselves by celebrating God's Presence (Worship), assimilating people into God's Family (Fellowship), educating God's People (Discipleship), demonstrating God's Love (Ministry), and communicating God's Word (Mission), and sending the calls.

We are seeking a full-time personable, efficient and well-organized office secretary to play a key role in the success and growth of SPHAC. The ideal candidate will support the senior pastor, lay pastors, worship director, youth pastor, DM director, Children Director, Ministry leaders, staff and the Board of Elders in creating an embracing, loving and empowering environment for the congregation.

Essential Responsibility

- Current C&MA believer or willing to convert to C&MA and willing to relocate.
- Pass a background and reference check.
- Answers phone calls in the church office.
- Completes clerical tasks as necessary, including typing, filing, and copying.
- Reads and responds to emails.
- Refers visitors and parishioners to pastors or other administrators when necessary.
- Assists in planning church events.
- Creates, updates and helps distribute church event via online or in church master calendar.
- Distributes mail that is delivered to parish office to the proper recipients.
- Acts as liaison to other volunteer organizations and church-affiliated committees.

- Maintains all church records such as information such as building maintenance, ministry requests and ministry records.
- Schedules meetings for church staffs and ministry leaders.
- Attends parish meetings, takes minutes, and distributes minutes to the proper channels.
- Assists in writing, editing, printing, and distributing the weekly church bulletin as needed.
- Assist Sr. Pastor or BoE with meal preparation by picking up ordered or on-line ordering
- Arrange details/updates for weddings, funerals, baptisms, and any other events that require the use of the church itself.
- Maintain the in-office calendar and keeps staff up-to-date on upcoming meetings and events.
- Assists Sr. Pastor and BoE's with accounts receivable, payroll information, distributing checks, and maintaining office financial records in PowerChurch and other platforms.
- Assists with incoming and outgoing church mailings.
- Assist/manage Podio application.
- Prepare annual contribution documentation.
- Orders office supplies when necessary.
- Keeps office clean and orderly.
- Maintain church's daily income and expenses.
- Perform checks deposit and reimbursement to ministry leaders.
- Scheduling and following church policy regarding building rental usage and key checkout.
- Attend training as needed.
- This position may require some weekend hours depending on the need, but maybe adjusted within the weekday hours.
- Perform other necessary and related work as may be assigned.

***** Please contact/submit your resume to Dr. Txawj Riam Xyooj or BOE Secretary for more information.**

Dr. Txawj Riam Xyooj - xhtxawjriam@sphac.org

BOE Secretary- Txawj Suav Thoj shothao@yahoo.com