



## POSITION AVAILABLE - RECEPTIONIST

All Saints Episcopal Church in Pasadena, CA seeks to hire a full-time parish receptionist.

All Saints Church is a large, multi-ethnic, nationally recognized parish known for its liturgy, preaching, social outreach and peace and justice ministries. A successful candidate will have an attraction to the mission of All Saints, and some familiarity with church and/or nonprofit work environments. She/he will be the first point of contact for parishioners and visitors, with a friendly and welcoming personality and a desire to help all people. He/she will be a person who takes initiative, is extremely organized, is sensitive to pastoral needs, and is comfortable interacting and communicating with a variety of people, including parishioners, volunteers, our neighbors living without homes, and those who visit and/or call the parish.

The position involves general support for the Music and Adult Education offices (maintaining information in the parish database, calendaring, maintaining and creating documents) and for the Parish Administrator as necessary. The receptionist is responsible for maintaining the workroom equipment (copiers, postage) and managing mailings.

### **Qualifications:**

- Three – five years experience in administrative support and/or experience with the public;
- Ability to handle multiple tasks in a busy office environment;
- Excellent computer skills: MS Office; database experience;
- Bilingual (Spanish/English) communications skills are highly desired.

Full benefits, including health and dental insurance, and pension, are provided.

Application deadline is November 4, 2019.

Submit resume and cover letter to Christina Honchell by email:

[honchell@allsaints-pas.org](mailto:honchell@allsaints-pas.org) (Word or PDF documents only)

Or by mail: 132 N. Euclid Ave., Pasadena, CA 91101.

No phone calls please.

Being committed to an ongoing process of multiculturalism and equity of gender and sexual identity, we encourage applications from women, persons of color, and gay, lesbian, bisexual, trans and gender non-conforming persons. All Saints Church is an equal opportunity employer.