



Position Opportunity:

Office Assistant

All Saints Church, Pasadena, CA
Full-time, On-site (Non-Exempt Position)

Hours: 40 hours per week, Monday - Friday

Start Date: August 2026

All Saints Church is a large (ASA ~ 900), progressive and dynamic Episcopal Church located in Pasadena, California — a city known for its rich cultural life, history and architecture. A vibrant, diverse parish with a long history of justice work, interfaith relationships, and innovative ministry, the mission of All Saints is to walk with a revolutionary Jesus for the healing and transformation of ourselves, our community, and the world. The church is dedicated to a reality of being a “Beloved Community of Belonging,” centered on the shared values of **Radical Inclusion, Courageous Justice, Joyful Spirituality**, and **Ethical Stewardship**.

Position Overview

The Office Assistant provides essential administrative support for parish hospitality, newcomer engagement, small group ministries, and volunteer coordination. This role is responsible for managing registrations and entries in the church database, ChurchStaq, coordinating logistics for seasonal programs and classes, supporting front desk volunteer operations, and helping ensure that administrative processes are organized, welcoming, and efficient.

The ideal candidate is highly organized, technologically proficient, enjoys working with people, and is able to manage multiple projects while maintaining attention to detail and confidentiality.

Primary Responsibilities

Program and Event Support

- Provide administrative support for parish programs, including the Getting Connected Class, Episcopal 101, and seasonal small groups.
- Assist with registrations, event setup, attendance tracking, communications, and maintaining participant records in ChurchStaq.
- Help coordinate hospitality needs, including ordering lunches, organizing receptions, and providing volunteer support.
- Coordinate publicity with the Communications Department.

Front Desk and Volunteer Support

- Assist with recruiting, training, and coordinating front desk volunteers.
- Help maintain volunteer schedules and workflows, process Connect Cards, and support first-time guest follow-up.
- Respond to phone calls and visitor inquiries and direct questions to appropriate staff and ministries.
- Assist with ongoing volunteer training as procedures and systems evolve.

Office and Administrative Support

- Provide support and answer general questions regarding church processes and office procedures.
- Assist staff and ministry leaders with basic ChurchStaq questions and processes as needed.
- Order seasonal supplies, including Christmas and Easter cookies.
- Help maintain office organization and assist staff in locating resources and supplies.
- Perform other administrative duties as assigned in support of congregational life and parish operations.

Qualifications: The successful candidate will possess...

- Strong organizational skills and attention to detail.
- Excellent administrative and project management abilities.
- Proficiency with databases, online registration systems, and Microsoft Office or Google Workspace; experience with ChurchStaq or church management software is preferred.
- Excellent written and verbal communication skills.
- The ability to manage multiple priorities and meet deadlines.
- Strong interpersonal skills and a welcoming, service-oriented approach.

- Experience coordinating volunteers and/or working in a nonprofit, church, or community setting preferred.
- The ability to maintain confidentiality and exercise sound judgment.
- The ability to work independently and collaboratively within a team environment.
- A commitment to building a beloved community of belonging and confronting injustice in all its forms.
- Alignment with the mission and values of All Saints Church, Pasadena.

All Saints Church is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status. All Saints is an LGBTQ+ welcoming and affirming organization.

Compensation Range: \$20-\$23/hour, depending on experience

Benefits: Comprehensive Benefits Package Including – Paid Time Off, Pension, Health, Vision, and Dental Insurance

How to Apply: Email your resume and cover letter to skramer@allsaints-pas.org with the title of the position listed in the subject line.