



## POSITION AVAILABLE

### **Administrative Assistant for Facilities Department**

All Saints Episcopal Church in Pasadena, CA seeks to hire an administrative assistant to support the work of the Facilities Manager.

All Saints is a large, multi-ethnic, nationally recognized parish known for its liturgy, preaching, social outreach and peace and justice ministries. Our campus consists of three architecturally significant buildings built in the early 20<sup>th</sup> century. A successful candidate will have an attraction to the mission of All Saints, and some familiarity with church and/or nonprofit work environments. He/she will be a person who takes initiative, is extremely organized, has obsessive attention to detail, and is able to work independently to manage projects.

The position involves running the Facilities office, processing maintenance requests, supervising the handyman, coordinating building inspections and working with vendors and suppliers. The assistant is responsible for tracking spending and for budgeting, as well as keeping time and attendance records for a staff of ten custodians. Experience in event planning and supervision is a plus. Knowledge of building systems is a plus; willingness to learn how best to care for our buildings is a must.

### **Qualifications:**

- Three – five years experience in administrative support;
- Bilingual (Spanish/English) is required;
- Ability to handle multiple tasks in a busy office environment;
- Excellent computer skills: Excel, Power Point, Word;
- Excellent written and verbal communications skills;
- Experience with budgeting and financial tracking;
- Experience planning and organizing events;
- Excellent customer service skills;
- Valid driver's license and auto liability coverage.

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

Submit resume and cover letter to Christina Honchell by mail:

132 N. Euclid Ave., Pasadena, CA 91101

or by FAX: 626.584.4237

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

No phone calls please. Resumes accepted until 9/10/10.

Being committed to an ongoing process of multiculturalism, we encourage applications from women, persons of color, and gay, lesbian, bisexual and transgendered persons. We are an equal opportunity employer.