

Administrative Assistant

Advent Lutheran Church

Title: Administrative Assistant

Status: Part-time

Benefits: Workers' Compensation coverage

FLSA: Non-Exempt

Reports to: Pastor

Supervises: the Office Assistant and any office volunteers

Job Description

The Administrative Assistant's primary role is to support the church's ministry in the areas of communication, record keeping, hospitality and other office functions.

Essential Functions

- 1) Welcome all visitors and members to the church, assisting them as needed
- 2) Prepare the bulletin, liturgy guide, and other special items (ie baptismal certificates) for Sunday worship
- 3) Work with staff and key leaders to prepare and create the weekly electronic newsletter
- 4) Assist with conventional mailings such as contribution statements, and see that incoming mail gets distributed appropriately to the right staff/ leaders
- 5) Serve as telephone receptionist
- 6) Order necessary office and cleaning supplies for the building
- 7) Maintain church membership records using Church 360 software. Responsibilities include
 - a. Updating membership records
 - b. Keeping directory of members and friends current
 - c. Recording baptisms, confirmations, marriages, and deaths
 - d. Attending to membership transfers into or out of the congregation
 - e. Providing needed membership statistical information for the annual report/ELCA report
 - f. Maintaining proper storage of church records
- 8) Manage and serve as primary staff person responsible for the church website, social media accounts, and church calendar
- 9) Serve as first-contact with church building/ property issues and concerns
- 10) Maintain church files (paper and electronic) according to published e-file organizational structure and record retention policies
- 11) Manage church key access and checkout system
- 12) Support the pastor, staff, key leaders, and ministries of the church with office assistance as needed
- 13) Agree to and comply with the Advent Operational Code of Ethics

Core Competencies

- 1) Commitment to Christian service-- Demonstrates clear Christian values and is able to communicate God's mission to service through words and/or deeds
- 2) Hospitality/ Accessibility-- Generates a sense of hospitality or accessibility by their very presence; communicates a sense of availability, warmth, openness, approachability, and knowledgeability; fosters natural connections between members of the congregation, staff, visitors, and vendors
- 3) Attention to Detail-- Consistently attends to small and ever-changing facts and variables; follows up on missing items; resolves unanswered questions needed to solve a problem; keeps the larger picture in mind while attending to the details
- 4) Written and Verbal Communication-- Able to deliver a message clearly, articulately, and with appropriate emotion in any setting; is able to write clearly and succinctly, employing appropriate speech to communicate and deliver an effective message.
- 5) Flexibility & Creativity-- Effectively copes with change and uncertainty; adapts to changing needs and circumstances; comfortably handles risk and is willing to try new things; employs creativity to introduce new ideas

Minimum Qualifications

Expected Proficiencies:

- Microsoft Suite, especially Microsoft Office & Publisher
- Ability to learn and successfully use Google Docs
- Ability to learn and successfully use the Church 360 Management Software, including website management
- Working knowledge of office technology (phone system, copiers, folding machine, etc.)
- Writing and editing skills

Education:

- High School diploma required
- Associate Degree or higher preferred
- At least 2 years Administrative Assistance experience

Hours: 16 hours per week. Any additional hours each week must be pre-approved by the pastor.

Wage: Wage will be competitive, and based on skill level and experience. Paychecks are issued on the 1st and 15th of each month.

Benefits: Four paid floating holidays. No health benefits. Unpaid vacation/time off may be arranged with approval of the pastor.

Review: An informal review will be conducted at a six month interval, with an annual performance evaluation at the end of a year.

Employee _____ Date _____

Employer _____ Date _____