

POSITION DESCRIPTION

Job Title: Administrative Assistant
Reports To: Senior Pastor
Appt. Status/Hours: Part-time Non-exempt
Updated: March 25, 2021

The mission of First English Lutheran Church is to dedicate ourselves to witness through God's love and minister to the needs of others as Christ teaches us. The Administrative Assistant supports this mission by facilitating the efficient operation of the church through a variety of clerical and administrative tasks in support of the pastors and other staff members.

Primary Responsibilities:

- Serve as the first point of contact for those calling or visiting the church.
- Demonstrate a friendly style that welcomes and helps to integrate new members.
- Responsible for maintaining and enhancing a computer network to include desktop computers, servers, back-up systems, printers, telephones, fax and copy machines.
- Troubleshoot and resolve problems and work with outside technical support providers when necessary.
- Educate computer users on the appropriate use of software and hardware.
- Design, edit and distribute newsletters, brochures, and bulletins, etc.
- Maintain the church website, YouTube Channel, e-mail, and Facebook Group.
- Maintain church records.
- Develop presentation graphics in coordination with music and sermons.
- Capable of operating cameras, display monitors and associated equipment for image magnification, remote viewing, and recording of services.
- Record incoming gifts to the church and preparing statements.
- Support offering counters who prepare financial deposits.
- Responsible for the daily management of the church office.
- Schedule and coordinate the use of the building in compliance with established policies and provide a master calendar.
- Schedule appointments, maintain staff calendars, screen phone calls and visitors, coordinate special events and projects, prepare reports and slide presentations, draft correspondence, and maintain office files.

Education and Experience:

Position requires a high school diploma (associates degree preferred.)

Previous experience in an administrative role preferred.

Core Competencies, Skills and Abilities:

Able to work with confidential information and use sound judgement without close supervision.
Knowledgeable in computer applications such as Word, Excel, PowerPoint, Publisher, databases and normal office equipment.

Demonstrates an authentic personal faith.

Displays an outgoing and compassionate personality.

Excellent communication skills (writing, speaking, listening.)

Highly self-motivated.

Able to establish good working relationships with others who are relevant to ministries of the congregation.

Works well with people at all levels of the congregation.

Attention to detail.

Ability to motivate, support, and provide leadership to a dedicated volunteer base.

Effective organizational skills to facilitate programming logistics.

Schedule:

Regular hours are 9:00 a.m. to 12:00 p.m. and 1:00 p.m. – 3:30 p.m. Monday through Friday
for a total of 27 ½ hours per week.

Ability to work flexible hours when needed.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.