

Calvary Lutheran Church

Administrative Assistant

Position Purpose: The Administrative Assistant serves the church by providing administrative support to the Pastor, Staff and congregation resulting in the effective operation of the church office in support of the church's vision of sharing the life-changing message of Jesus Christ. This critical position is often the first point of contact within the church and requires exceptional customer service, professionalism, confidentiality and discretion.

Responsibilities: Subject to review and adjustment in conjunction with the Pastor, the Personnel Committee and the Administrative Assistant, the following constitute the major responsibilities of the **Administrative Assistant** of Calvary Lutheran Church.

Receptionist

- 1) Responsible for being the first point of contact to welcome and assist all persons who contact Calvary Lutheran Church, including but not limited to: telephone, e-mail, website, in-person congregation members, guests, and repair/service workers.

Administrative

- 2) Manage the Pastor's calendar by scheduling appointments.
- 3) Provide administrative and event logistic support for program staff.
- 4) Maintain files on important church documents, Council Minutes, financial reports, Annual Reports, and other such records.
- 5) Maintain contact information for Council Members, Committees and their respective members.
- 6) Coordinate arrangements for funeral services and luncheons with Pastor, Director of Music Ministry, staff and other members of the deceased's family.
- 7) Maintain a master calendar and coordinate the scheduling of church activities and building use, including weddings and funerals.
- 8) Maintain accurate membership records and certificates (new members, baptisms, weddings, deaths, transfers, etc).
- 9) Maintain the church membership database.
- 10) Identify contracts for renewal and assemble contract proposals for appropriate decision makers.
- 11) Stock and maintain the Information Center as needed.
- 12) Update the outdoor corner sign as needed.
- 13) Be a part of the church staff team attending staff meetings, or any other meetings required by the Pastor, and encouraging and supporting the overall mission of the church.
- 14) Meet regularly with Pastor as needed at a time mutually agreed upon.

Office Management

- 15) Identify, evaluate and address the operational needs of the church on an on-going basis.
- 16) Maintain all office equipment and purchase/procure office supplies, postage, etc. for office and staff.
- 17) Responsible for distribution and record of building keys. Monitor security and building access.
- 18) Process in-coming and out-going mail and package deliveries.
- 19) Coordinate with Property Management committee to provide efficient operations in regards to contracted building services (HVAC, landscaping, etc.).
- 20) Forward all invoices, bills and other treasury related items to the financial secretary/treasurer in a timely manner.
- 21) Maintain a volunteer team to assist with various weekly projects (i.e. folding bulletins).

Qualifications:

- 1) High school diploma; Associates or Bachelor's Degree preferred.
- 2) Minimum of 3 years of experience as an Administrative Assistant or related position. Prior experience in a church office preferred.
- 3) Strong verbal and written communication skills with an ability to relate well to people of all ages.
- 4) Exceptional customer service delivery.
- 5) Proficiency with Microsoft Office is required.
- 6) Maintain strict confidentiality at all times, both while employed and after employment ends.
- 7) Ability to work with little to no supervision and independently recognize needs/gaps/opportunities and initiate improvement of church operational processes.
- 8) Ability to work with frequent interruptions and changing priorities.

Hours of Work

The Administrative Assistant position is an hourly (non-exempt) part-time position working approximately 20 hours per week. The hours of work will be determined between the Administrative Assistant and the Pastor, and once decided, will remain consistent.

Reporting

- 1) The Administrative Assistant shall be supervised by the Pastor.
- 2) Goals and any changes in regards to job responsibilities will be developed with the Pastor, and, as needed, any appropriate church committee.
- 3) Goals and additional job responsibilities will be approved by the Pastor before implementation.
- 4) An annual performance review will be conducted by the Pastor and a representative from the Personnel Committee.