

JOB DESCRIPTION

Good Shepherd Evangelical Lutheran Church



JOB TITLE ADMINISTRATIVE ASSISTANT	SCHEDULE
SUPERVISED BY PASTOR	SUPERVISES OFFICE VOLUNTEERS NEWSLETTER WRITERS
REPORTS INTERNALLY TO PERSONNEL COMMITTEE	NOTIFIES OF ABSENCES PASTOR, CUSTODIAN FOR BUILDING SECURITY
COORDINATES WITH ALL THROUGH THE DIRECTION OF THE PASTOR	NOTIFY IF CONCERNS OR QUESTIONS PASTOR OR MEMBER OF PERSONNEL COMMITTEE
	LAST REVISED NOVEMBER 2018

JOB SUMMARY	General purpose of this position
The Administrative Assistant serves as office manager, office volunteer coordinator, and confidential secretary to the Pastor. This position provides administrative support and oversight for church office correspondence and activities.	

ESSENTIAL DUTIES & RESPONSIBILITIES	Primary duties performed, either unassisted or with reasonable accommodation. Not meant to be an all-inclusive list nor prevent other duties from being assigned as necessary.
<p>Confidential Secretary to Pastor</p> <ul style="list-style-type: none"> Assist in managing Pastor's calendar and correspondence in a professional, discrete, compassionate and diplomatic manner <p>Office Manager</p> <ul style="list-style-type: none"> Orders and maintains supplies for office Answers the telephone and direct calls or messages to the appropriate person Greets walk-in guests and assist them in identifying the appropriate resource for their inquiry or request Schedules, coordinates and maintains a calendar of events for church activities and for outside groups using the church. Includes calendar in monthly newsletter and on website Schedules and coordinates requests for use of church equipment and/or property Keeps office in neat and orderly condition <p>Office Volunteer Coordinator</p> <ul style="list-style-type: none"> Acts as office volunteer coordinator, assisting in the recruitment of volunteers and assuring that work is done in a timely manner <p>Administrative Support and Oversight for Church Office Correspondence and Activities</p> <ul style="list-style-type: none"> Coordinates and notifies all parties (music, bereavement, record keeping, custodian, etc.) in preparation of wedding and funeral services Assists and works closely with the Pastor and Committee Chairs Assists with coordination and record keeping for pastoral acts (baptisms, weddings, and funerals). Prints monthly newsletter Prints mailing labels for monthly newsletter and for any special mailings Prepares and prints bulletins, announcement sheets, and other inserts for worship services, funerals and weddings Initiates draft of Congregation Council Agenda, monthly calendar and attendance report and forwards to appropriate individuals for edits Assembles final Congregation Council Agenda, monthly calendar and attendance report and distributes through email and printed copies in designated folders the Thursday before Council meeting 	

- Gathers, edits, prints, and assembles reports for the Annual Report of the Congregation
- Prepares materials for the mailing of the annual stewardship campaign
- Provides assistance to members and committees as requested and as time permits

KNOWLEDGE, SKILLS & ABILITIES	Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform duties of this position
<ul style="list-style-type: none"> • Three years' experience administrative secretarial position(s) • Excellent verbal and written communication skills • Demonstrated excellence in telephone and reception etiquette providing cordial, informative and helpful assistance in all circumstances • Familiar with Microsoft Word, Mail Merge and Excel. Must have intermediate spreadsheet skills • Ability to work effectively with multiple interruptions and frequently changing priorities • Ability to organize with limited instruction and incomplete information • Ability to communicate diplomatically when responding to concerns or requests 	

WORKING CONDITIONS & PHYSICAL DEMANDS	Typical working conditions associated with this type of work and environmental hazards, if any. The physical effort generally associated with this position
<p>GENERAL – Work is normally performed in a climate controlled office where exposure to conditions of extreme temperature, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of office equipment. No known environmental hazards outside of copy toner and correction liquid are encountered in normal performance of job duties.</p> <p>PHYSICAL DEMANDS – While performing the duties of this job, the individual is frequently required to see, hear, use a keyboard and speak. The individual is occasionally required to stand and walk. The individual is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Some lifting and carrying of mail, office binders, books and boxes of office supplies is also required.</p>	

The above description is a broad overview of this position and not all duties may be clearly pre-defined. This job description is in no way considered a contract of employment or an altering of the employment at-will relationship.