

First Evangelical Lutheran Church

Administrative Assistant Position Description

General Job Description: Administrative responsibilities for the Pastor, church leadership, staff and church committees. Duties include:

- Correspondence with the congregation such as letters, emails, social media posts, newsletters, annual reports and office visits.
- Communication between church staff, congregation and Pastor.
- Preparations for weekly worship services, including compilation and printing of bulletins and the coordination of worship volunteers.
- Maintaining and organizing the church office to function to the best of its ability.
- Other duties as assigned.

Qualities necessary for this position are good communication skills; self-motivation and self-direction; technological proficiency; and good written and verbal communication skills.

Minimum educational requirement of a high school diploma.

First Evangelical Lutheran Church is an equal opportunity employer. Our policy is to provide equal employment opportunity to all qualified persons without regard to race, color, religious belief, sex, age, national origin, ancestry, disability or veteran status.

Job Specifications:

I. Position Responsibilities (in addition to general expectations listed above):

- Receive visitors, phone calls and emails and to direct information, messages, requests and concerns to proper person(s).
- Communicate with members, volunteers, leadership, supply pastors, community members, etc. as necessary to ensure the smooth flow of church life and events.
- Assist the Pastor with scheduling meetings and with communications such as phone calls, reports, letters, etc. as requested.
- Gather information for and prepare church regular and special bulletins, inserts, newsletters, letters to congregation, annual member address book and other publications as requested; and maintain these files.
- Compile and produce the annual report.
- Update and maintain website, social media, signage, voicemail and other communications.
- Prepare flyers, programs, press releases, etc. for church committees and events as requested.
- Maintain bulletin boards.
- Contact and coordinate the necessary people for funerals.
- Compile and vouch for bills in cooperation with the Treasurer.
- Compile staff hours and forward to accounting firm bi-monthly.
- Maintain the petty cash record.
- Distribute giving statements to congregation bi-annually.
- Oversee purchasing of church supplies and equipment; order and maintain inventory of office supplies, custodial supplies, kitchen supplies, etc.
- Order Sunday School and VBS curriculum and supplies as directed.
- Maintain church database, lists, calendars, permanent church records and other information.
- Maintain counters' reports, and record giving and Communion in database.
- Submit records to ELCA as required.
- Report music usage to licensing organization.
- Prepare yearly charts for donations of: altar flowers, sanctuary lamp, fellowship hour and other lists as required.
- Pick-up, sort and distribute mail.
- Receive and respond to routine correspondence with the congregation and between church staff.
- Keep the office and files organized.
- Operate or supervise the use of office equipment.
- Coordinate with vendors and outside service people for access to the church.
- Perform other appropriate duties as assigned.