

Immanuel Lutheran Church

Position: Administrative Assistant

Hours: *As determined by the elected church council*

Date of Revision: March 15, 2018

VISION FOR POSITION

This position exists to further the ministry of Immanuel Lutheran Church by providing clerical and administrative support to the pastor, program staff and key leaders and facilitating communication with the congregation and the community. This position will be under the direction of, and report to, the Pastor and the elected church council.

PRINCIPLE ACCOUNTABILITIES

The following list does not imply priority of these accountabilities.

- A. Maintain a database of members and participants, and produce customized and general membership lists, mailings, rosters as needed.
- B. Production of publications and mailings such as weekly worship bulletins, monthly newsletters, annual report(s) occasional mailing completed on time and accurately.
- C. Coordinate purchasing of office supplies and program materials
- D. Receptionist for church office, handling messages, scheduling appointments for the Pastor and other staff.
- E. Business Casual Attire and Professional Personal Presentation Required.
- F. Create and maintain a communication network including a master calendar.

SKILL REQUIREMENTS

- A. Clerical skills including proficiency in: Microsoft Office, desktop publishing, and becoming proficient with Shepherds Staff Software. Knowledge of bookkeeping is desired, but not mandatory.
- B. Excellent public contact and telephone skills, and the ability to handle messages across platforms.
- C. The ability to coordinate multiple projects with overlapping deadlines so that timely, high-quality results are consistently achieved.
- D. Ability to share workspace and resources with other team members.
- E. Ability to accurately and positively represent ILC to the members, participants and the community, while maintaining consistent appropriate confidentiality.

FINANCIAL RESPONSIBILITIES

- A. Supervise offering count and deposit weekly and as needed.

The above position description is intended to give the general outline of the responsibilities for this position. All position descriptions are assumed to include "other duties as assigned."