

POSITION: Administrative Assistant

ACCOUNTABLE TO: Pastor

PURPOSE:

To do the work of God's Kingdom by performing general office administrative tasks, enabling effective internal communications, and serving as the congregation's outward connection.

REQUIREMENTS:

- Member in good standing of a Christian congregation
- Computer skills: Gmail, Mailchimp, Google Docs, Microsoft Office, more
- Welcoming and personable attitude
- Ability to engage tasks as part of a team

PRIMARY DUTIES AND RESPONSIBILITIES:

- Engage and grow through personal discipleship
- Attend weekly staff meeting
- Coordinate information and needs with pastor and staff
- Coordinates non-ministry service providers (janitorial, snow removal, etc.)
- Maintain budget needs for administration and assist in preparation of annual budget for administration
- Assists with purchases and orders for church and congregational boards: (liturgical, curriculum items, etc.)
- Schedules events including rooms to be used, times, and helps to set building temperature to accommodate the event
- Maintains and updates LCOL church calendar
- Checks mailbox each workday and distributes mail
- Checks email each workday and communicates to relevant parties
- Answers phones and greets visitors, helping to provide information or directing them to the proper resource within the church
- Triage communications to appropriate people in congregation
- Share prayer and contact card information with the pastor
- Maintain confidentiality, as appropriate
- Available for other tasks/activities as required by the pastor
- Assist with preparation of funerals and weddings