

## **St. James Lutheran Church**

### **Job Description**

#### **Administrative Assistant**

**Hours: 31/week**

**Reports to: Resource persons as assigned**

The Administrative Assistant is an excellent communicator, proficient in both print and electronic communications, is resourceful, a good problem solver and a good editor, is organized, and has excellent time management skills.

#### **Duties and responsibilities**

- Prepares the weekly worship bulletin, as well as bulletins for other worship services throughout the year, such as Advent, Lent, etc., and special services such as weddings, funerals, etc. Keeps an up-to-date calendar of events, gathers information, types bulletin information in designated format, spell-checks, proofreads, gets pastoral approval, and prints.
- Prepares the Connections weekly newsletter. Gathers information, types information in designated format, spell-checks, proofreads, gets pastoral approval, and sends.
- Serves as Computer Administrator. Demonstrates expertise in all software programs used by St. James. Supervises all computer-related procedures. Responsible to see that all changes are kept up-to-date. Maintains and updates website.
- Maintains church correspondence. Responds to all individuals or organizations needing written communication. Sends reminders, requests, notifications and other communications to church members. Composes letters, memos, special communications when requested by the pastoral staff. All communications to be done in a timely manner.
- Keeps all files in an orderly manner and prepares filing system directions for other users. Maintain records of baptisms, confirmations, weddings, membership and visitor attendance.
- Sorts incoming mail.
- Receives visitors to office and responds to needs.
- Attends weekly staff meetings.
- Helps other church staff with correspondence, telephoning, and other tasks as necessary.
- As necessary, updates any printed materials so that information is accurate and current.
- Maintains bulletin boards.
- Maintains an Office Procedure Manual so that information as to the function of the church office is kept up-to-date and is easily accessible to others should it be needed.
- Oversees the maintenance of office equipment. Operates, cleans regularly, and recommends repairs or replacement of equipment as needed.

- Orders office supplies as needed.
- Other responsibilities as assigned.

### **Job Requirements and Guidelines**

- Bachelor's degree preferred, plus at least two years' experience as an Administrative Assistant, or equivalent experience
- Ability to provide a warm, welcoming atmosphere for visitors, church members, vendors, and others with whom the church office interacts.
- Proficiency in MS Office, with demonstrated expertise in Word, Publisher, PowerPoint, and Excel, including Mail Merge.
- Proficiency with relational databases, or willingness and ability to learn. Experience with Servant Keeper and Ministry Scheduler Pro a plus.
- Proficiency or willingness to learn Wordpress, MailChimp, and online communications in general
- Familiarity with or willingness to learn the liturgy and liturgical seasons of the Evangelical Lutheran Church in America Ability to analyze concerns and direct to the appropriate member of the church staff
- Ability to analyze concerns and direct to the appropriate member of the church staff
- Demonstrated ability to maintain strict confidentiality and a high level of trust
- Excellent communications skills, particularly organizing, editing, and working with deadlines
- Conscientious attention to detail and commitment to task completion.
- Ability to analyze and revise operating practices to improve efficiency

Please submit resume to: [info@stjameslutheran.org](mailto:info@stjameslutheran.org).