

Trinity Evangelical Lutheran Church

Position: Administrative Assistant

Position Summary

To provide administrative and clerical support to Trinity Evangelical Lutheran Church.

Reports to

The Administrative Assistant reports to the Pastor of Trinity Evangelical Lutheran Church. In the absence of the Pastor or other designee of the Pastor, the Administrative Assistant has administrative authority.

Mission Statement and Intent

Trinity Lutheran Church's mission is to bring good news to hungry people and to equip God's people to do God's work. We are committed to being a truly hybrid church. With a robust in-person liturgical worship service and an excellent virtual presence (online), we are ready to attract a younger, more tech-friendly generation to our congregation.

Salary

\$20.00 per/hr

Status

Non-exempt

RESPONSIBILITIES

Daily

- ✓ Serve as a receptionist for the church when someone visits the building.
- ✓ Answer the phone and forward calls and/or messages to the appropriate person(s).
- ✓ Get and forward mail to appropriate persons/teams.
- ✓ Prepare items for mailing.
- ✓ Organize and maintain accurate files and records (computer and physical)

Weekly

- ✓ Maintain the church and facility calendars (website and physical) with current and accurate information, including obtaining permission forms/approvals required of outside groups.
- ✓ Send weekly group emails and other reminders to staff and volunteers, as needed.
- ✓ Maintain the bulletin boards/chalkboards with current information.
- ✓ Oversee, prepare and distribute the weekly newsletter, on-line.
- ✓ Work with the Treasurer to have checks signed, bills paid, etc.
- ✓ Prepare bulletins for Sunday worship.
- ✓ Prepare power point for Sunday Worship.
- ✓ Attend and participate in staff meetings.

Monthly

- ✓ Oversee, prepare and distribute the monthly newsletter, primarily on-line and some hard copies.
- ✓ Develop and maintain a volunteer database, including required clearances for volunteers working with children.
- ✓ Provide administrative and clerical support to church committees and special projects. This includes support in scheduling and reminders for ushers, acolytes, lay readers, etc.

Yearly

- ✓ Prepare Annual Report Booklet and ensure that all appropriate reports are included.
- ✓ Prepare various reports as needed for the congregation, mission district, Synod, etc. (e.g., the Parochial Report).
- ✓ Maintain the Congregational Directory

As Needed

- ✓ Prepare bulletins for special occasions, reports, and minutes.
- ✓ Order and Maintain church and office supplies, inventory, and equipment.
- ✓ Maintain the church databases and records, including membership, communions, births, weddings, baptisms, etc.
- ✓ Prepare forms and certificates.
- ✓ Create data reports for committees.
- ✓ Use credit card for on-line purchases and provide appropriate documentation to Treasurer.
- ✓ Record and acknowledge Memorial Fund gifts.
- ✓ Recruit volunteers as needed for the office.

Position Requirements:

- A commitment to Christ and the Church
- 1-2 years of office experience
- Associate's degree preferred/Strong written and oral communication skills
- Able to maintain a high degree of confidentiality at all times.
- Strong interpersonal and organizational skills
- Commitment to detail and accuracy
- Computer literate, including familiarity/Comfortability with Microsoft Office

General Conditions: The position of Administrative Assistant is an hourly position currently based upon a 24-hour week. It may be necessary from time to time for the Administrative Assistant to work additional hours for which he/she will be compensated at regular pay. The Administrative Assistant is expected to staff the church office Tuesday through Friday, from 8:00 a.m. until 2:00 p.m., although the schedule may vary at different times of the year as directed by the Pastor or Congregation Council. Working from home is possible, especially due to snow or ice. All such times require the approval of the pastor or pastors designee. It is not expected that work will be taken home. There will be a performance review at 3 months, 6 months, and annually around the anniversary of the date of hire thereafter.

Responsibilities of the Administrative Assistant are subject to review and adjustment in conjunction with the supervising Pastor, the Personnel Committee and the Congregation Council (when appropriate).

Paid Time Off: During the first year of employment there will be one (1) week of paid time off based upon her/his standard work hours. Thereafter, the administrative assistant will receive two (2) weeks of paid time off based upon her/his standard work hours. Paid time off may not accrue to another year and shall be used for illness, personal days or vacation.