

Job Posting – P/T Administrative Assistant

P/T Administrative Assistant St. Stephen's Evangelical Lutheran Church in Bethlehem has an opening for an Administrative Assistant, effective July 27, 2026. As a key staff member, the behavior of the Administrative Assistant is a vital factor in creating an impression of our church. To produce a positive impression, a mandatory component of this position is to treat every person contacting the church office or walking into the church building, with kindness and respect.

Position Summary The individual holding this position has the overlying responsibility of providing administrative and secretarial support to our faith community. Selected major duties include preparing the weekly bulletin, weekly email blast, the monthly newsletter and other Church correspondence; answering the telephone; distributing mail; maintaining Church files; updating the Church's website; ordering supplies; interacting with vendors/repairmen; and coordinating with Preschool staff, students, and parents. The Administrative Assistant also performs duties requested by the Pastor and/or the Mutual Ministry Committee.

Qualifications

Professional Skills

- Proficiency with computers and current versions of applicable software programs
- Very high level of proficiency in MS Word
- Proven ability to make revisions and updates to a website
- Competence with electronic communications, including email and mass distributions
- Familiarity with basic office equipment, e.g., copier, printer, fax, folding machine, etc.
- Prior secretarial/administrative experience

Personal Qualities

- People-oriented personality, always showing courtesy, respect, and friendliness to others
- Discretion and confidentiality
- Trustworthiness and reliability
- Ability to multi-task and work independently. Strong time management is a must
- Excellent organizational skills. Must be able to keep files, on the computer, well organized
- Strong proof-reading skills, with a keen eye for detail
- Decorum, attitude, and speech that reflect an appreciation of Christ's gifts to us

Work Schedule and Compensation

- The position is based on working twenty hours per week, four hours each day, from 8:30AM to 12:30PM
- Salary is commensurate with experience
- Benefits include paid time off for vacation, illness, and holidays

The Administrative Assistant must have a commitment to the mission of our church and demonstrate it by treating everyone who contacts or visits the Church with kindness, respect, and a welcoming demeanor, thus exemplifying Christ's love and presence in all interactions.

To be considered for this position, please email your resume to the Church office at ststephenoffice@ptd.net as soon as possible. A member of the Mutual Ministry Committee will contact you. If you have any questions, please call the Church directly at 610-865-0601.