



## Employment Opportunity with Pilgrim Lutheran Church

Date: October 28, 2020

Closing Date: November 18, 2020

Title: Parish Administrator

Position Summary: The Parish Administrator serves as a member of the church staff with a commitment to the church's mission. This position coordinates, oversees and performs a variety of duties requiring independent initiative. Assists and supports the Pastor, staff, and volunteers in daily operations of the church. Provides administrative assistance to the Congregational Board, committees, and worship assistant groups.

Position Details: The Parish Administrator works up to 35 hours per week, Monday through Friday. The Parish Administrator serves as a vital "face" to congregation members and the surrounding community. A full job description is available upon request.

Application and Job Description are available in the church office. Please direct inquiries to Pilgrim Lutheran Church, 10510 136<sup>th</sup> St E. Puyallup, WA 98374, [office@pilgrimpuyallup.org](mailto:office@pilgrimpuyallup.org), or 253-848-3680.

Applications must be submitted to the PLC office by 2:00pm, Wednesday November 18<sup>th</sup>. Questions can be directed to Pastor Steve Schumacher, 253-848-3680 or [schumacher@pilgrimpuyallup.org](mailto:schumacher@pilgrimpuyallup.org)

## **Part-Time Administrative Assistant**

### **Elim Lutheran Church, Port Orchard, WA**

The administrative assistant position is an essential part of the ministry staff and operations of Elim Lutheran Church. The core missional aspects of this position include:

- A. Clerical support for the pastor
- B. Effective communication with constituents
- C. Hospitality to all who come to the church
- D. Organizational skills to manage the office.

#### **Essential Clerical Tasks & Communication:**

- 1. Answer the phone and distribute mail
- 2. Computer operation (Word, Publisher, database, email, internet, etc.).
- 3. Filing and organizing information
- 4. Copying and knowledge of using a copy machine
- 5. Maintain the church calendar with the Pastor
- 6. Completes the worship folder and Sunday morning information
- 7. Enter details of offering cards into church database software
- 8. Assists with the "Weekly Messenger" through Mail Chimp
- 9. Assist with the updating of the website

#### **Hospitality:**

- 1. Welcome all people who come to the church
- 2. Engage in listening and conversation with visitors to the office
- 3. Direct people to receive help or assistance
- 4. Assist community groups and friends who use the building
- 5. Direct and assist office volunteers with their tasks

#### **Organizational Management:**

- 1. Manage office supplies
- 2. Maintain church records with the Pastor
- 3. Maintain a neat environment in the office

There are other tasks that arise on an annual, monthly and even weekly basis, as well as responses to assist with immediate circumstances. All work is expected to be done during the office hours without the need of “homework” or overtime. What gets done is done. As the learning curve smooths out, the extent of the work reaches farther.

### **Knowledge and Skills:**

The Administrative Assistant is friendly, courteous, compassionate and flexible in working with many people and situations. This person demonstrates the ability to keep information and conversations confidential, effectively communicate information and is cheerful, helpful and possessing of an attitude of serving. This person also is creative and imaginative, has a great attention to detail and at the same time able to efficiently multi-task.

The Administrative Assistant brings knowledge and experience in computer function and use, especially data-base software, Publishing, Word and the use of email, with the possibility of expanding to projection through Power Point.

The Administrative Assistant is directly responsible to the Pastor.

### **Work Environment:**

The majority of the workday will be spent in the office setting. Some light walking and lifting are required.

### **Hours and Compensation:**

1. Tuesday & Wednesday 8:30 AM – 1:30 PM.
2. 20 hours paid vacation per year.

3. \$15 - \$17 per hour, according to experience and skills demonstration.
4. No other benefits at this time.