

**IMMANUEL LUTHERAN CHURCH**  
**JOB DESCRIPTION**

**POSITION TITLE:** Administrative Assistant

**REPORTS TO:** Pastor

**BASIC FUNCTION:** The Administrative Assistant is a partner in the ministry of the congregation, serving in the church office to assist the pastor, staff, congregation members, and larger community with information, communication, record keeping, and scheduling needs.

**ESSENTIAL FUNCTIONS:**

Receptionist Responsibilities:

1. Welcome all people to the church office with hospitality, warmth and service.
2. Maintain confidentiality.
3. Make appropriate referrals and connections for church and community members as needed.

Communication Responsibilities:

1. Receive, process, and respond to telephone calls, emails, and mail.
2. On a weekly basis, prepare all worship materials and report copyright information (i.e. bulletin, braille bulletin, worship leader reminders, weekly news, easy worship, etc.).
3. On a monthly basis, prepare, publish, and distribute monthly newsletter.
4. Update calendar and information on website, Facebook, and NextDoor as needed.
5. Annually, prepare and publish the Congregational Annual Report.

Record-Keeping Responsibilities:

1. Maintain up-to-date paper and electronic parochial records with the pastor (ie. worship records, membership information, special events such as weddings, funerals, baptisms, and confirmations).
2. Maintain up-to-date paper and electronic filing system (i.e. personnel files, council minutes, annual reports, bulletins, etc.).
3. Maintain and periodically publish a church directory.
4. Ensure computer files are backed up on a regular basis.

Office Management Responsibilities:

1. Maintain church calendar.
2. Maintain inventory of office supplies and arrange for purchase.
3. Schedule meeting areas for members and community groups and distribute and record keys.

4. Conduct background checks for all staff and volunteers working with children or shelter.  
5. Schedule maintenance for equipment and instruments (ie. copier, pianos, etc.).  
Other job-related duties as assigned.

**QUALIFICATIONS:**

1. Experience working in a clerical support position in an office (church experience preferred).
2. Demonstrable intermediate level computer skills (i.e. Word, Excel, PowerPoint, and Publisher).
3. Strong problem-solving, communication, and organizational skills.
4. Ability to anticipate administrative needs and self-start when needed.
5. Ability to work well individually and as part of a team.
6. Ability to work collaboratively with people from all backgrounds.
7. Fully vaccinated against COVID-19.

**The congregation shall:**

1. Provide annual performance review opportunity for mutual dialogue, goal setting, conflict resolution.
2. Provide 2 weeks vacation annually, non-accruable and to be scheduled at least two weeks in advance.
3. Provide the following paid holidays if occurring on regularly scheduled work-days: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, The day

after Thanksgiving or December 26<sup>th</sup> (to be determined by Nov. 1<sup>st</sup>), and Christmas Day. 4. Provide paid sick leave at a rate of one hour per every 40 hours worked. Up to 40 hours unused sick leave may carry over to the following year.