

Administrative Assistant - Epiphany Lutheran Church

Epiphany Lutheran Church is an active Washington Park neighborhood ELCA church in southeast Denver. We are seeking an individual to provide receptionist duties and secretarial support for the Pastor. This position is responsible for office management, congregational communication, maintenance of congregational records, creating and printing worship bulletins and monthly newsletter, scheduling use of the physical facility, scheduling and monitoring maintenance of the office equipment, and assistance with special projects as assigned by the Pastor. Additionally, the Administrative Assistant collaborates with the Pastor and staff in such a manner as to create a positive atmosphere utilizing teamwork and flexibility to achieve desired goals. This position reports to the Pastor and the Church Council.

Knowledge, Skills, Abilities

1. A minimum of 5 years experience in office administration.
2. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Calendar) required.
3. Proficiency in Microsoft Office Publisher preferred.
4. Experience in creating documents, maintaining records, website maintenance, and strong organizational and communication skills.
5. Ability to maintain confidentiality, poise, tact and diplomacy when dealing with confidential matters.
6. Ability to prioritize work according to stated deadlines and importance of the task, as well as the ability to complete the task in a timely manner.
7. Ability to establish and maintain good working relationships and excellent two-way communications with Pastor and staff members, congregation members and church council.
8. Ability to be a welcoming presence not only in a professional manner, but also keep a hospitable office space and inviting environment.

Education: Must have a high school diploma. Associates or Bachelor's degree in business administration preferred.

Employee Classification

This position is 20-24 hours per week.

Salary: Negotiated

Paid Time Off

Two weeks of paid leave annually to include vacation, sick, and personal time.

Please send your resume and a cover letter with "ATTN Admin Assistant Application" in the subject line to epiphanylutherandev@gmail.com. If you have questions, please contact the church office at 303-722-5311 or Julie Chichlowski, Search Team Chair, at 262-339-3054.