

King of Glory Lutheran Church
Administrative Assistant Job Description

Job Title: Administrative Assistant

Position reports to: Pastor/Head of Staff

Employment status: Hourly; 30-hours per week or as adjusted.

POSITION OVERVIEW

The Administrative Assistant is responsible for management of day-to-day operations and business affairs of the church including updating our website and social media, Church calendar and event coordination, facility coordination, member coordination and overall communications.

The Administrative Assistant is a senior staff member who works directly for the Pastor/Head of Staff and with the Council and lay leadership.

Essential Qualities: Professional demeanor, dress, speech, conduct, sensitivity to confidentiality, time management, excellent editing skills and strong communication skills.

PRINCIPAL ACCOUNTABILITIES

- Maintain and keep the Church's website and Social Media pages up to date.
- Oversee the publication, editing and distribution of Constant Contact Weekly Blast, newsletters, and Sunday bulletins.
- Oversee the publication, editing and mailing of: Pledges, annual meeting notices, and special meeting notices.
- Maintain membership database (Icon CMO) including updated time and talent information.
- General front office duties including answering telephone, sorting and distributing mail, maintaining organized work area and office environment.
- Coordinate the Church calendar including Church events, Church worship holidays and outside groups.
- Schedule service assistants including Acolytes, readers, counters, ushers, and greeters.
- Create certificates for baptisms and new members.
- Maintain a secure centralized area for parish records.
- Help maintain policy and procedural manuals for the various aspects of Parish Administration.
- Complete and coordinate new member documentation, transfer letters and the annual report.
- Maintain updated Committee, Council and staff contact lists.
- Purchase office and other supplies for the office, upkeep of property, committees, and Sunday School.
- Manage vendor relationships and contracts and obtain proposals and quotes for various projects.
- Manage the use of facilities policy.
- Assists the Church Treasurer by ensuring that credit card charges and Requests for Reimbursement are properly documented and coded.

ORGANIZATIONAL ACCOUNTABILITIES

Performance – Accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Maintains a positive attitude, regular attendance, punctuality, and demonstrates integrity and honesty. Acknowledges and corrects mistakes. Anticipates upcoming meetings and events; follows-through with necessary communications and actions.

Civility – Demonstrates respect for others, open-mindedness, generosity of spirit, and a concern for the common good.

Communication – Communicates in a clear and concise way both verbally and in writing. Demonstrates the ability to convey ideas, thoughts, issues, and information in any required context; be it one-on-one, small group, large group, presentations, or written format. Handles communications giving special care to matters that are emergent or time-sensitive.

Job Knowledge – Currently possesses and/or accepts personal responsibility for increasing job knowledge and developing new skills/abilities that contribute to increased effectiveness, proficiency, and service.

Judgment – Bases decisions and actions on sound reasoning with careful consideration given to outcomes in support of organizational goals and priorities.

Teamwork – Values and cooperates with all team members. Promotes a friendly climate, good morale and cooperative team relationships. Assures coverage of all duties when absent.

JOB SKILLS REQUIRED

- Excellent written and verbal communication skills. Ability to accurately edit communications and documents.
- Ability to work in a team environment and with volunteers.
- Excellent computer skills including proficiency in MacOS and Microsoft Office Suite programs.
- Ability to maintain confidentiality.

EDUCATIONAL REQUIREMENT

- High School Degree.
- An initial 90-Day Review to be completed by the Pastor/Head of Staff with the Administrative Assistant.
- Annual Performance Review conducted every 12 months.

*References needed upon request

Revised August 2023