

Administrative Assistant. Hourly, \$20-\$23/hour. 32-40 hours/week. Resume and cover letter may be sent to info@firstlc.org. Job description below.

POSITION DESCRIPTION: Administrative Assistant

Immediate Supervisor: FLC Lead Pastor

Status: Full-time (40 hrs/week)

Job Summary:

The administrative assistant will contribute to fulfilling the purpose of First Lutheran Church by providing administrative support for the pastors and staff. The administrative assistant continually works to keep the day-to-day operations organized and clear. The person in this position organizes information, manages team logistics, and communicates information related to the church's operations and ministry.

Qualifications:

- Microsoft Office experience
- Proficient oral and written skills
- Good organizational skills and self-motivation
- Prefer 2-5 years of experience in an office environment
- Comfortable meeting with the public
- Ability to maintain confidentiality
- Does not need to be a member of the church

Essential Functions:

Administrative & Worship Support:

- Provide administrative support for the pastors and staff as needed.
- Publish weekly bulletins.
- Compile PowerPoints for worship services as needed.
- Filing for appropriate copyright agreements and site licenses when needed.
- Publication of bulletins for weddings, funerals, and baptisms as needed.
- Correspond with families and/or funeral homes.
- Order flowers and other worship supplies when needed.
- Participate in staff meetings.
- Enter giving records into contribution database.

Communications Coordination:

- Work with the pastors and staff to keep the congregational website, social media, and sign messaging updated.
- Send weekly Connections emails.
- Publication and delivery of the monthly newsletter to the congregation.
- Coordinate periodic congregational mailings.
- Aid in managing the main church activity and building calendar.
- Correspond with other churches regarding transfer of membership.
- Schedule and facilitate the public use of the building according to the building use policy.
- Write a weekly article of church events for the newspaper (Lake City Graphic).
- Send acknowledgements for financial gifts and life events.
- Coordinate volunteers for various ministry duties.
- Post on FLC's Facebook page weekly.

Office Management:

- Maintain the church's membership database.
- All correspondence that needs to be typed or filed by request from the pastors, church council, treasurer, or other committees.
- Coordinate with the appropriate business to manage and maintain phone services, internet connectivity, and IT support services.
- Check, sort, and distribute mail daily.
- Code invoices received for payment.
- Check, respond, and forward emails daily.
- Take care of any needed mailings.
- Order and purchase office and building supplies.
- Maintain an updated list of members with access to the building.
- Answer phones and deliver messages accordingly.