

ADMINISTRATIVE ASSISTANT
Specializing in Church Ministry
20-25 HOURS A WEEK

INTRODUCTION:

This person joins a team of people that work together to fulfill God's mission and vision for this congregation. She/he supports the church, school, and childcare ministries of Peace but specializes in the area of church ministry. All work shall be done to the glory of God and to further His purposes.

I. QUALIFICATIONS:

The Administrative Assistant specializing in church ministry will possess excellent computer skills including desktop publishing, databases, spreadsheets, MS Office products, and web-based tools. Strong telephone and people skills are necessary and QuickBooks experience is helpful. He/she must possess organizational, teamwork, and leadership skills as well as the ability to maintain confidentiality. He/she must pass a background check, be willing to learn and run office equipment, be willing to take directions and adapt to a role that changes as the needs of the ministry change.

II. SUPERVISION:

As an employee of Peace Lutheran Church, she/he is under the direct supervision of the Lead Pastor through the Administrative Manager. On a day-to-day basis the Administrative Manager is the supervisor.

III. COMPENSATION:

This is a part-time position working between 20-25 hours per week. The wage will be calculated based on experience, proficiency, and responsibility. Benefits are given in accordance with the Peace Compensation Policy.

IV. DUTIES:

MINISTRY: Assisting in the Peace office is a ministry to people. As Administrative Assistant she/he represents our Lord Jesus and this congregation and makes people feel at home as much as possible, expressing the love and care of Christ to all (other staff, parents, students, community members, and congregation).

GENERAL OFFICE: The Administrative Assistant, as part of the office team, will -

1. Answer the telephone and greet those who come in contact with the office in a pleasant professional manner.
2. Accomplish the daily office tasks, as assigned by the Administrative Manager.
3. Master all office computers, software and databases, including those used by the school and childcare.
4. Be cross trained and capable of performing school and childcare office tasks as needed.
5. Learn to update the Peace website and social media platforms.
6. Operate proficiently all office machines.
7. Handle transactions such as childcare & tuition, donations and the sale of SCRIP.
8. Seek to encourage and support other office staff in their duties.
9. Help with any other office function, as needed, including contacting parents, helping sick students, and assisting all school, childcare, and church staff when called upon to do so.

CHURCH DUTIES: The Administrative Assistant will -

1. Assist the church MATs (Ministry Action Teams) with daily, weekly, monthly and yearly events, activities, schedules, and the like.
2. Meet weekly with the Administrative Manager to coordinate tasks.
3. Be the office support person for all church ministry staff.
4. Keep accurate church records in the church management database.
5. Produce official certificates, letters, mailings, emails, and other communication.
6. Recruit and train volunteers as needed for mailings, special events, etc.
7. Operate in such a manner that the necessary tasks are completed accurately, timely and in a pleasant manner.
8. Attend required staff meetings, leaders' retreats, PLM events and training sessions.
9. Abide by all employee policies and all other policies of Peace Lutheran Ministries.