

Holy Cross Lutheran Church

Believe in one, affect many, welcome all

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Reports to: Pastor

Administrative Responsibilities:

1. Provide administrative and secretarial support to Pastor, and other leadership as requested.
2. Assist with written and oral communications, scheduling and coordinating church correspondence (telephone calls, mail, and invoices) and direct to the proper person(s).
3. Maintain and keep current files for Pastor, congregation members, and church support staff for easy access.
4. Order supplies for office, maintenance/cleaning, kitchen and ministry supplies as needed or requested and within budget guidelines.
5. Maintain and keep current the church constitution and bylaws.
6. Keep abreast of current policies, procedures, protocols and programs to insure the goals and objectives of the church are realized.
7. Prepare and distribute agenda and packet for monthly Church Council meeting; attend meeting and take and transcribe minutes.
8. Maintain calendar on-line to include scheduling of any space to members and/or outside events, ongoing meetings and groups, including a master calendar, prominently displayed, to highlight special future events.
9. Operate and maintain office equipment; arrange for repairs when needed; make recommendations for new or additional office equipment as deemed appropriate.
10. Prepare and assemble the annual report of the congregation under the direction of the Pastor.

Communication Responsibilities:

1. Greet visitors in the church office and provide information/direction/services as required. Keep records of visitors for follow-up contact and recognition.
2. Notify Pastoral staff of any member's special or urgent needs that require attention.
3. Design and distribute printed and electronic worship bulletins, newsletters, brochures, flyers, sign-up sheets, and other communications as needed.
4. Maintain strict confidentiality of any information of a personal or sensitive matter regarding church members.

Media Responsibilities:

5. Maintain and enhance the HCLC electronic communications to include the HCLC website, Facebook page, outdoor digital sign, and any other social media or online venues.
6. Set-up audio visual presentations for church services, meetings, and other special events.

Facility Management Responsibilities:

1. Coordinate activities and facility set-up for external group usage, funeral committee, and other special events.
2. Maintain a current list of key holders: distribute and track the disposition and possession of all keys of both permanent and temporary key holders.
3. Monitor building and reports and/or schedule repairs, as needed, with guidance from Pastor or Council.

Competencies:

- Strong cooperative interpersonal skills and ability to maintain good relationships with staff, congregation, and the public
- High integrity, strict discretion and commitment to maintaining confidentiality with sensitive information
- Resourceful, self-motivated, and ability to organize time effectively and work independently with little supervision
- Ability to manage multiple tasks to meet deadlines, project management
- Dependable work ethic
- Ability to show initiative and be proactive, learn new skills and competencies

Requirements:

- Two years office or related experience
- High School Diploma or equivalent
- Proficiency in Microsoft Office programs and office systems including computers, printers, telephones
- Excellent computer skills and ability to learn new programs quickly
- Strong organizational skills and attention to detail
- Excellent verbal and written communications and editorial skills
- Experience with web based applications and social media