

St. Mark's Lutheran Church, 580 Hilltop Dr., Chula Vista, CA 91910

Job Description

Position: Administrative Assistant

Work Hours: 20 per week

Reports to: Pastor and Council President (jointly)

Job Objectives: Performs administrative and clerical functions which support the life and ministry of the congregation

- **Individual Requirements:**

- Christian behavior in all areas of job responsibility
- Confidentiality regarding all congregational and member information
- Excellent time management skills
- Work independently without close supervision
- Work well with others
- Written and verbal communication proficiency in both English and Spanish
- Demonstrate computer skills with Microsoft Excel, Word, PowerPoint and Desktop Publishing

- **Responsibilities and Tasks:**

- Coordinate the administrative functions of the church
 - Coordinate and schedule the use of church facilities
 - Maintain church calendar on Web site
 - Produce bulletins and PowerPoint presentation for worship services
 - Maintain church membership and attendance records
 - Prepare all church mailings and online communications
 - Open and distribute incoming mail and email messages
 - Collect and compile data for church reports (including, but not limited to)
 - Monthly Church Council meeting agendas, minutes and reports
 - Report of congregational activities for the annual meeting
 - Required ELCA and Pacifica Synod reporting
- Prepare documentation for payments of staff and vendors
 - Accounts Payable
 - Review all check requests and verify required approvals
 - Ensure vendors complete forms W-9 and contractors provide proof of insurance
 - Schedule and provide for payment of Visitation and Pulpit Supply Pastors
 - Payroll
 - Collect New Hire documentation
 - Ensure completion of required Federal, State and Immigration employment forms
 - Ensure that fingerprinting and background checks have been performed for all employees and volunteers working with and/or in proximity of minors
 - Receive, review and approve employee time sheets and provide to bookkeeper for payroll processing
 - Maintain complete, up-to-date personnel files
 - Function as back-up in bookkeeper's absence (with oversight of Treasurer)
- Maintain regularly scheduled office hours
- Attend staff meetings
- Coordinate office volunteers
- Order supplies and coordinate service for all office equipment and computers
- Other duties as assigned