

St. Andrew Lutheran Church
Administrative Assistant

St. Andrew Lutheran Church, a Christian faith family who supports one another and connects to the community through service, prayer, learning, and witness, is looking for an administrative assistant to join our ministry team. We are seeking a Christ-centered person with excellent communication and office management skills and who is comfortable working as a member of a team.

Qualifications:

Efficient and organized, assuring a steady completion of workload in a timely manner is key to success in this position. Able to multi-task while managing administrative support, be resourceful, a good problem solver, motivated, and able to prioritize assignments and work without supervision. Friendly, patient, and professional, with exceptional verbal and written skills, able to work independently, respecting diversity and confidentiality.

Knowledge of software programs including Word, Excel, ProPresenter/Power Point, Publisher
Good computer skills with ability to learn new computer programs.

Responsibilities and duties in our busy church office:

The successful candidate will perform/manage the following:

- Skilled clerical work.
- General secretarial support to the Pastor(s), staff, and lay leaders/volunteers.
- Recruit and manage volunteers who provide assistance in the office and in worship.
- Produce publications including bulletins, newsletters, annual reports, ect.
- Prepare and distribute communication to members and friends of the congregation through preparation and distribution of weekly email updates and/or mailings.
- Manage the church software, ChurchTrac, for attendance and membership information, group participation, calendar, reports requested by commission leaders, etc.
- Manage the church calendar for all church activities and use of facilities by outside groups to prevent conflicts.
- Sustain our social media accounts, and website to keep information current.
- Order and track office supplies, monitoring and communicating the current budget.
- Manage church software renewals, installations, etc.
- Coordinate repair and maintenance of office and sanctuary equipment.

Please submit a resume with cover letter to:

St. Andrew Lutheran Church
11345 Miller Rd.
Whittier, CA 90604