

Administrative Assistant to Pastors and Church Office Administrator

40 hours per week; Typically M – F

This role assists the pastors in providing an initial point of contact for Bethany that properly portrays our Confessional Lutheran identity to the congregation and the community. This person should exhibit a life consistent with the faith, confession and worldview of the Church. The primary responsibilities will be to oversee many of the administrative and managerial aspects of the day-to-day operations of the Church, while also serving as primary assistant to the pastors.

- Administrative Assistant to Pastors
- Coordinate Programs of Church: maintain balanced calendar of events, assist event planners
- Provide Church Office reception as needed
- Oversee Congregational Publications and Media (including Website, Social Media, Emails, and Mailings, etc.)
- Edit Weekly/Monthly Newsletter (Weekly announcements and Herald)
- Work with staff in keeping website up-to-date
- Meetings: Help Schedule and send reminders, help with preparations (not necessarily attend)
- Maintain weekend activity schedule: kiosks, signs, displays, speakers
- Help Voter's Board coordinate election process in voters meetings/forums
- Write, edit and coordinate congregational mailings
- Delegate, Organize, and/or Coordinate Fellowship Events and Volunteers (church picnics, dinners, Fellowship events)
- Maintain support staff scheduling calendar
- Contact person for copier and janitorial service contracts.
- Schedule and communicate with church servants (ushers, sacristans, acolytes, greeters)
- Help Develop budget for church office, print shop, and stewardship
- Program, troubleshoot, provide training on phone system
- Process mail for office
- Run Church Windows and Planning Center Reports as needed
- Assist with member monitoring (helping track down members)
- Oversee key fob disbursement
- Schedule and assist with organizing weddings, funerals, and baptisms

Qualifications:

- Able to work well with pastors and others
- Self-starter
- Able to maintain confidentiality
- Strong computer skills, especially Microsoft Word
- Strong personal communication and organization skills
- Willingness to learn computer applications as needed (Squarespace, Canva, Planning Center, etc.)

Compensation: \$18.32/hr; ~40 hours/week; Health Benefits

Send resumes to Pam Kolzow at pkolzow@bethanylcs.org and contact Pastor Clemmer at sclemmer@bethanylcs.org with questions.