

Grace Lutheran Church – Job Description



Position Title:	Office Assistant
Conditions:	Part-time
Probationary Period:	Three months
Salary:	TBD

The Office Assistant is hired by and accountable to the Grace Advisory Board (GAB), Ministry Assistant, and directly supervised by the Senior Pastor. This is a part-time position of twelve months. This position works with the church staff and Congregation members so that Grace can be “Go with God News, teaching, serving and sharing Christ with our neighbors,” as our mission statement puts it.

Primary Duties and Responsibilities

- Greet and offer assistance to members and visitors.
- Receive incoming phone calls, answer questions and provide information whenever possible.
- Sort mail and take messages for Pastor and staff and process outgoing mail.
- Manage other general clerical and support tasks as assigned/requested to staff members, committees and volunteers.
- Establish and maintain master program and facilities calendar including special services such as baptisms, weddings and funerals.
- Maintain Ministry Scheduling software.
- Distribute, mail and print weekly worship folder.
- Ensure that office files are up-to-date and well-organized and that office equipment is clean and well-maintained.
- Order office/ministry supplies (LWML, Altar Guild) upon request.
- Review written materials generated by the Pastor as requested.
- Coordinate maintenance and upkeep of facilities, including (Columbarium, cleaning service, Ring doorbells, replenish pew supplies, fire alarm, pest control and general contractors).
- Maintain an accurate, up-to-date database of church members.
- Provide membership information and mailing labels upon request.
- Provide special membership and attendance reports as required or requested.
- Provide letters of transfer upon request.
- Attend regular staff meetings.
- Other duties as assigned (credit card, building access).
- Cooperate with the Ministry Assistant by performing other duties when asked to do so.

Key Competencies:

- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- service orientation
- teamwork

Required Qualifications:

- Committed to the mission and vision of Grace Lutheran Church
- High school education or equivalent experience
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Minimum two years clerical or administrative experience
- Typing skills with at least 40 WPM
- Knowledge of general office machines and telephone system
- Ability and willingness to work cooperatively with others
- High degree of discretion and integrity dealing with confidential information
- Ability and willingness to work some early mornings, evenings and weekend days

Preferred Qualifications

- Proficiency with Windows computers and church related software
- Experience working for a non-profit organization
- Familiarity working with people