

OUR SAVIOUR'S LUTHERAN CHURCH (OSLC), ELCA
PARISH ADMINISTRATIVE ASSISTANT

Job Type: Part time (25 hours per week), opens and closes church office each day

Church Mission: God's House – Your Home

OSLC is committed to its mission to be a spirit-filled community, reaching out and caring for all. The parish administrative assistant plays a vital role in helping OSLC fulfill our vision to be a vibrant, caring congregation that brings God's love to the community. The qualified candidate is a faith-centered, Christian individual who desires to serve the community at OSLC.

Description:

- Communicate effectively, establishing and maintaining positive interpersonal relationships with the pastor, staff, congregational lay leaders, church members, visitors, and vendors.
- Show respect, demonstrate sensitivity, and maintain integrity toward all employees, congregants, and associates of OSLC. Protect sensitive and/or confidential information.
- Manage the church office efficiently and positively (answer phone calls, relay messages, respond to mail and email, maintain membership and church records, etc.)
- Prepare media presentations (e.g. worship slides, power point presentations) ensuring accuracy and legibility of visual content that is appropriate for the technology and event.
- Write and edit church documents to ensure that they are professional and error-free (bulletins, letters, etc.).
- Maintain church social media accounts (church website, prayer chain, weekly emails), updating information and ensuring accuracy of content through a visually appealing presentation.
- Coordinate church activities, maintaining a master schedule while communicating effectively with a variety of church members, community members, and organizations that utilize church space.
- Work independently with personal initiative and self-management.

Required Qualifications:

High School Diploma or equivalent

Expertise in the use of all Microsoft Office Suite programs

Basic bookkeeping experience

Experience with web and social media account maintenance

Recommended Qualifications:

Web Designer Certifications and/or Training

Accounting Training and/or Experience

Experience with Constant Contact (Software program used to maintain prayer chain, weekly church emails, etc.).

OSLC is committed to equal employment opportunity for all qualified individuals, without discrimination based upon race, ancestry, national origin, sex, age, physical disability, veteran status, marital status or sexual orientation to the extent required by law.

For further information on the position, contact Pastor Barbara Berry-Bailey at pastorbarbara@osclsc.org. To apply, submit a cover letter and resume to Pastor Barbara. This posting will close on September 15, 2018.