

GLORIA DEI LUTHERAN CHURCH, Neenah, WI

JOB DESCRIPTION: Parish Administrative Assistant

REPORTS TO: Pastor

The Parish Administrative Assistant manages the church office efficiently and effectively by providing secretarial services and administrative assistance. This is a ¾ time position, with actual hours determined by need and budget restraints.



DUTIES AND RESPONSIBILITIES:

- Provide clerical support for the pastor, other staff, council, ministries and other committees.
- Keep accurate church records on new members, transfers, births, death, marriages, communion registration, and other as required.
- Prepare weekly bulletins and Newsletter, special bulletins for funerals, weddings and other special services, general correspondence, membership directory, council reports, and annual report. Coordinate and report on all copyrights used.
- Oversee volunteer clerical and community volunteer helpers.
- Receive visitors, answer phone, take and relay messages to council and ministry members regarding special needs.
- Coordinate all email and postal correspondence for the church.
- Manage all electronic communication (website, social media, electronic signage, website signups).
- Arrange for preparation of all certificates for marriages, baptisms, communion, etc.
- Order materials and supplies.
- Maintain room usage calendar.
- Run errands as needed (post office, purchase supplies, etc.)
- Communicate with all ministries or council when special needs arise, and contact service personnel on their behalf (plumbing, electrical, sound system, order flowers, advertising, etc.)
- Manage petty cash fund, credit card, and miscellaneous special accounts.
- Manage youth checking and savings accounts.
- Manage office and ministry expenditures as sent to Treasurer for payment through the office.
- Provide administrative preparation for Christian Education – Sunday School, Confirmation and Vacation Bible School.
- Maintain office machinery and equipment.
- File and organize church records, council minutes, ministry minutes, and general filing as needed.
- Ensure that worship assistants receive their assignments, and that monthly schedules communicated.
- Maintain kiosk signups/announcements as well as other bulletin boards.
- Attend staff meetings on a regular basis.
- Support for special events such as God's Work Our Hands, Fall Craft Fair.
- Other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE:

- High school diploma, or equivalent
- 2-4 years of prior experience in an office environment
- Proficiency in Microsoft Office Suite
- Comfortable with technology and learning new programs, including social media and company-specific software
- Friendly, tactful, and professional in your communications on the phone, in person, and in email; and capable of skillfully handling difficult conversations and situations
- Extremely organized and focused on the details that matter
- Required to maintain the utmost level of confidentiality due to the sensitivity of the work in this department

HOURS:

- Monday – Thursday, 8:00am to 4:30pm with a 30-minute lunch
- Hours can be flexible and fluctuate based on church calendar and congregational needs

PAY:

- \$16-18/hour

Send Resume to: office@gloriadeilc.org or to Gloria Dei Lutheran Church, 1140 Tullar Road, Neenah, WI 54956. Questions can be directed to: Pastor Tabitha Gallatin, at 920-725-6822 or by email: pastortabitha@gloriadeilc.org