

Abiding Presence Lutheran Church is seeking a dynamic administrative professional to enhance operational efficiency and optimize office functions.

The ideal candidate will be proficient in Microsoft Office (Word and Excel), Google Gmail, Google Forms, and Google Photo Albums. Experience organizing and adapting both hardcopy and digital filing systems for church events and special services is required.

Key responsibilities include:

- Communicating effectively with the congregation, office staff, the Preschool Director, and volunteers to complete purchase orders, oversee billing, and manage mailings & events.
- Operating copy and print equipment efficiently.
- Managing complex building usage schedules and following up on required forms and payments.
- Coordinating meeting spaces and materials for church events and church committees.
- Overseeing email and voicemail correspondence regarding congregation requests, committee and volunteer needs, Confirmation and Sunday School schedules & Registrations, building maintenance, and outside group building usage.

We are looking for an adaptable, dependable individual who can deliver results in a fast-paced environment while maintaining confidentiality and a welcoming church atmosphere.