



OFFICE ASSISTANT

PAY RATE: commensurate with experience

HOURS: Part Time, Monday to Friday 5 hours per day (25 hours per week) working hours 8:30 am to 1:30 pm

PURPOSE: The Administrative Assistant oversees the communication of the church through bulletins, newsletter, and technology. The Administrative Assistant acts as the receptionist for the church and manages building use. They support the ministry of the church by acting as a personal secretary to the Pastor and assisting other staff when appropriate. The Administrative Assistant is the first point of contact to church members, Good Shepherd Preschool families and visitors, guests, and the community. As such an attitude of welcoming hospitality and good communication skills is essential.

RESPONSIBILITIES: The Administrative Assistant will be required to do the following:

OFFICE MANAGEMENT:

- Coordinate the day to day operation of the church office, facility, and volunteers
- Assist in the creation of and execution of regular communications with the congregation; including but not limited to weekly emails, newsletters, prayer concerns, letters and mailings, flyers, website, and social media platforms
- Answer the telephone and greet visitors as necessary
- Maintains and coordinates the master church calendar
- Oversees communication with Custodian and Grounds services
- Understands and/or has resources for the operation of and maintenance of office and computer equipment
- Schedules regular maintenance of office equipment, building needs, and musical instruments

WORSHIP PREPARATION:

- Prepares seasonal worship booklets and weekly announcements sheets
- Prepares the slides for weekly worship; using the program Proclaim
- Schedules weekly live-stream services
- Coordinates with the Pastor and schedules Worship Volunteers
- Reports copyright licenses for music, graphics, and intellectual property

PERSONNEL:

- Work with Bookkeeper to maintain employee files
- Manage confidential background checks on employees and volunteers

RECORD KEEPING

- Ensure church files are maintained in an orderly manner that permits ready access
- Keep accurate records of usernames and passwords for all accounts
- Maintain church membership records and church directory; including current addresses, phone numbers, and email addresses
- Keep congregational records up to date in our church management database: Breeze

- Report and submit congregational statistics as required by the ELCA
- Provide updated membership rolls on an annual basis to Church Council
- Prepare and provide transfer letters as requested

OTHER RESPONSIBILITIES:

- Create a welcoming environment for people to enter the church office
- Maintain a high level of confidentiality with personal and sensitive information
- Report to and will be reviewed by the Pastor annually
- Other duties as assigned by Pastor and Council President

QUALIFICATIONS & SKILLS DESIRED:

- Christian attitude, personal skills and communication abilities necessary to interact with a wide range of members and visitors
- Self-starter, ability to work independently, accurately, and timely
- Proficient computer skills including but not limited to: Quickbooks, Pages and Numbers or Microsoft Word and Excel, Canva, and database systems
- Knowledge of social media platforms and website design/maintenance
- Willingness to learn
- Ability to maintain a high level of confidentiality

INTERESTED APPLICANTS SHOULD:

- Submit a cover letter and resume with qualifications and references to pastorjessica@faithgoshen.com