

Trinity Lutheran Church - Hudson, WI

Administrative Assistant WEST CAMPUS

➤ **JOB DESCRIPTION:**

Provide administrative support to staff to include answering phones, performing various word processing functions, Communication publications, Website updates, etc.

Reports to: Business Administrator

Status: Fulltime

➤ **MAJOR RESPONSIBILITIES:**

1. Maintain a welcoming and friendly atmosphere in the front office, to include greeting walk-ins and answering incoming calls and respond as appropriate while maintaining confidentiality.
2. Perform various Microsoft word processing and Microsoft Publisher functions including the bulletin, newsletter, various letters, confirmation and bible study materials, etc. Also responsible for copying, folding, stapling, collating, and filing respective documents.
3. Responsible for management of church database including information on membership, Sunday school and Confirmation, Transfer and Release of memberships etc. Develop report criteria within database and maintain database calendar.
4. Maintain the church's electronic calendar/Outlook-schedule events and place them on the calendar.
5. Provide weekly connection between Trinity staff and technology support provider.
6. Maintain and coordinate a variety of miscellaneous activities including scheduling weddings, baptisms and other events, place seasonal ads in local publications, maintain parish database, oversee petty cash fund, sorting of incoming mail, order supplies for church office, etc.
7. Maintain the bulletin boards, welcome desk, and gathering area materials.
8. Provide administrative support for Ministry Staff.
9. Attend weekly staff meeting and annual staff planning meeting.
10. Weekly: Create church bulletin, print and make ready for worship. Post bulletin and monthly newsletter to church website. Post appropriate news articles to website.
11. Monthly: Request articles for church newsletter. Create newsletter with corresponding calendar and submit in a timely manner for publication. Coordinate mailing of newsletter. Post newsletter to church website. Maintain permit mail account balance.
12. Quarterly: Assist with contribution statement mailing.
13. Annually: Assist with stewardship mailing. Complete statistical report for Missouri Synod. Maintain permit mail account fee. Process Lutheran Witness subscription orders. Process Christmas/Easter flower orders.
14. Co-responsible for frontline troubleshooting of office systems and equipment, in cooperation with the other administrative personnel.
15. Train and coordinate volunteers for special mailings, and other various office duties.
16. Provide back up support to other Administrative Assistant when out of the office, or when workload dictates.
17. Maintain and enhance welcoming atmosphere of conference room and workroom.
18. Assist strangers in need with gas or food vouchers if Pastor is not available.
19. Other duties as assigned.

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➤ SELECTION CRITERIA

Minimum Education/Experience

1. 2+ years previous related experience
2. Strong Word Processing skills, specific experience with Microsoft Word, Excel, Publisher, PowerPoint and familiarity with Dropbox and Google Docs.
3. Experience with church database management software highly desirable

Knowledge, Skills, Abilities

1. Good communication and customer service skills and attitude
2. Ability to work independently
3. Willingness and ability to work with volunteers and delegate appropriately
4. Ability to type 50 words per minute
5. Good organization skills
6. Detail oriented
7. Ability to handle multi-tasking
8. Willingness to accept work direction from various staff members
9. Understanding of Lutheranism or willingness to learn about the church year, Bible organization, etc.

ADDITIONAL SELECTION FACTORS

Equipment demands – PC, telephone, multi-line phone, fax, e-mail

Physical demands – Lift up to 20 pounds

Environmental demands – Able to sit at a computer for long periods of time

Mental/Motor demands – Oral communication skills, multi-task oriented

Sensory demands – Ability to see distinguish colors and hear as well as the ability for a sense of touch

Supervision responsibilities – Office volunteers