

Administrative Assistant Job Description

Job Classification

Nonexempt

Reports to

Administration Team Leader

JOB DESCRIPTION

Summary/objective

The administrative assistant provides administrative support for the pastor, staff, and ministry leaders of Grace Evangelical Lutheran Church, maintains excellence in reception and communications, and ensures the successful functioning of the church office.

Essential functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Normally, the administrative assistant works Monday through Friday from 10:00 AM to 2:00 PM.

The administrative assistant will

- exercise appropriate confidentiality;
- inform the Pastor and the Prayer and Shepherding Team Leader of members' needs;
- create and transcribe written correspondence and email;
- respond to or direct incoming telephone calls and email;
- schedule lectors for worship services;
- prepare service bulletins and weekly newsletters;
- maintain church membership and attendance records;
- maintain the church calendar;
- serve as purchasing agent for church purchases;
- provide clerical support for OSHA compliance.
- replenish pew supplies;
- schedule building usage in accordance with church policy; and
- assemble and publish Grace's annual report.
- update the church website
- initiate volunteer and new employee background checks in accordance with church policy

The administrative assistant may be required to perform other tasks as needed.

Competencies

The administrative assistant must be able to

- work both independently and collaboratively;
- interact pleasantly and tactfully with the pastor, staff, team leaders, and church members;
- manage time and organize work;
- communicate clearly both in speech and in writing;

- operate, and perform user-level maintenance on, the office computer and copier/scanner/printer;
- use software programs including: Windows operating system, Microsoft Office suite, Sharepoint, Church 360° Members database, Canva, Amplify, and Protect My Ministry

Supervisory responsibilities

None

Work environment

The job is performed on Grace's premises, primarily in the church office.

Physical requirements

The administrative assistant must be able to

- work at a desk for prolonged periods;
- move about in Grace's buildings;
- reach, bend, and stoop; and
- lift and carry loads up to 25 pounds.

Travel requirements

Minimal

Required education and experience

- High school diploma or GED
- Must be at least 18 years of age

Preferred education and experience

- Prior work as an administrative assistant

Additional eligibility requirements

- Both pre- and post-hire background checks and drug testing

Other duties

This job description is not a comprehensive listing of the activities, duties, and responsibilities required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without notice.