

Ascension Lutheran Church

Position Description

Updated July 2023

Position Title: Administrative Assistant

Reports To: Director of Administrative Ministries

Summary

This is a full time (32 hours per week) non-exempt position. In addition to providing the primary receptionist role, the position has responsibility for a number of ministry areas that are more seasonal or periodic in nature. The position requires excellent people skills with an emphasis on customer service, and strong attention to detail.

Specific Duties and Responsibilities

Primary Receptionist

- Receive guests, answer incoming phone calls and coordinate as needed.
- Attend chapel as scheduling allows in accord with supporting "One Ascension"
- Assist in managing Shelby database which includes registration forms, lists, attendance, and contact information
- Sort mail and maintain record of daily log receipt
- Assist maintenance team with documentation needs (i.e. reports, bus records) and communication with projects

Office Supply Coordinator

- Take periodic inventories of office supplies and keep them organized
- Replenish office, machine and ministry supplies as needed

Administrative Assistant

- Enter weekly worship and communion attendance
- Collaborate with ministry leaders and pastoral staff to create fliers and information brochures
- Format, mail merge, proof, and send congregational letters via email and U.S. mail
- Print and mail newsletters to those unable to attend weekend services
- Collaborate with office team on work flow and project completion
- Email monthly life group devotion to leaders and maintain list of life group leaders
- Project assistance as needed

Congregational Council Liaison

- Consolidate and distribute monthly Council packet
- Consolidate and prepare Annual Report
- Prepare materials for Congregational meetings
- Maintain binder of Council activity for record retention
- Maintain electronic, hard copies, or historical documents regarding the life of the parish to include: congregational officers; Annual reports; minutes of regular and special congregational meetings; minutes of the congregation council and its executive committee; minutes or reports of committees and of auxiliary; annual parochial reports submitted to national church secretary online; Constitutions and bylaws; membership directories with or without photographs

Outreach

- Generate Birthday list and email it to all callers
- First Time Visitor letters and provide leads to the outreach pastor
- Maintain prospective new member list and periodically communicate about new member classes
- Communicate needs from prayer request cards
- Communicate website changes needed with the Communications Coordinator

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Qualifications

- Strong attention to detail
- Ability to communicate effectively and accurately both verbally and in writing
- Computer literate with the Microsoft Office Suite
- Strong organizational and project management skills
- Ability to perform a variety of tasks, often changing assignments on short notice
- Ability to work with people in the parish including parishioners, staff members and volunteers
- Ability to organize material and write in a clear, understandable manner
- Minimum of two years experience preferable in a church or religious setting
- Ability to use various office machines

Work Environment

The Administrative Assistant position will work in a typical office environment, utilizing a personal computer and normal office equipment to perform the necessary job duties.

Salary

\$18-20/hr based on experience

Evaluation

Evaluation will take place at the end of the first three months of employment and at the end of the first year; thereafter, periodically.