

LUTHERAN CHURCH OF THE CROSS

ADMINISTRATIVE ASSISTANT, POSITION DESCRIPTION

Summary

The Administrative Assistant provides efficient, organized administration for a busy church office. Assists the Pastors and others by handling office tasks, communicates professionally and politely, prepares and reviews church related documents, maintains updates and data, is competent with computers and social media and works collaboratively with staff and volunteers.

Qualifications

1. Post-secondary preferred or equivalent training.
2. Relevant experience, in a faith community preferred.
3. Ability to utilize a variety of computer and web-based applications such as Microsoft Office, Publisher, Outlook, Logos, Facebook, Instagram, Twitter, MailChimp, and be proficient in desktop publishing as well as basic website and social media management.

Qualities and Proficiencies

1. Experience in an office environment, with knowledge of office management skills and procedures.
2. Excellent time management skills and ability to multi-task and prioritize work.
3. Excellent organizational skills.
4. Attention to detail and problem solving skills.
5. Excellent written and verbal communication skills.
6. Ability to work effectively independently and as part of a team.
7. Displays discretion and judgment and maintains confidentiality.

Areas of Responsibility

1. Serve as a welcoming "first contact" for the Church office.
2. Works with Pastors and volunteers produce weekly worship, newsletter materials.
3. Regularly update the Website keeping information current.
4. Manage the master "calendar of events" and publish a monthly Church calendar.
5. Responsible for facility rentals and contracts.
6. Edit and publish the Annual Report and assist with other reports and publications.

7. Maintain Church statistics and records and assist with Church correspondence.
8. Maintain financial contribution data base, provide quarterly statements and annual charitable donation receipts.
9. Maintain office files and supplies.
10. Train and support volunteers who provide Church office assistance.
11. Serves as a resource to Council, Boards, Committees and groups in the congregation.
12. Other responsibilities as assigned by the Pastors or Council.

Terms of Work/Service

1. Part-time, 20-25 hours per week, detailed scheduled negotiated with Pastors.
2. Salary: \$19 - \$22 per hour.
3. ELCIC benefits after completion of 3 month probationary period.
4. Vacation: 2-3 weeks
5. Performance review conducted by the Executive Committee of Church Council following consultation with Pastors.
6. Police Information Check required.

Supervision and Support

The Pastors are the immediate supervisor. Vacation scheduling is planned in conjunction with the Pastors.

The Executive Committee of Church Council provides support.

As a Christian Community, Lutheran Church of the Cross of Victoria affirms and celebrates human diversity in God's creation. In response to God's unconditional love communicated to all through the life, death, and resurrection of Jesus Christ we actively welcome all people.

Revised: February 2020