

**Administrative Assistant**  
**Position Description**  
**Lutheran Church of the Reformation**

**Mission Statement**

Embraced by God's love, Lutheran Church of the Reformation gathers, welcomes and nurtures a spiritual community to love and serve the world in Christ's name.

**Job Summary**

The administrative assistant prepares and publishes the weekly worship booklet, provides front office management and clerical support, and assists with the Food Pantry distribution. This position facilitates a healthy, effective flow of information within the congregation and with its partners.

The administrative assistant is a 32-hour per week position, Monday-Thursday, performed in the congregation office. The director of operations supervises this position. The administrative assistant also works closely with the other pastoral and office staff members and volunteers.

**Compensation**

This is a non-exempt position and receives an hourly wage starting at \$20.00. Health insurance, retirement (6% contribution) and three weeks of vacation benefits are also included.

**Duties:**

- **Office Support**

- Prepare and publish the weekly worship booklet
- Generate, edit and upload the livestream graphic media
- Ensure the reception and front desk area is clean
- Maintain the office equipment and supplies
- Assist the director of operations with the maintenance of paper and electronic filing systems, church records, and key documents
- Receive and sort incoming mail for Reformation staff and other organizations

- Provide clerical support for director of operations and pastors
- Serve as office and phone receptionist
- Assist with weekly publications and congregational mailings
- Coordinate and maintain list of volunteer worship leaders and coffee hosts
- Edit and publish the electronic and print weekly newsletter, to include:
  - Editing and publishing the newsletters includes seeking articles and photos from staff and congregation members, writing some articles, editing all articles for clarity and punctuation, and including photos or artwork where appropriate.

- **Space Use and Facilities Support**

- Support the community host
- Tend to materials in the pew racks
- Update Reformation's website and public calendar of events

- **Food Pantry Support**

- Carry out duties related to the daily operation of the food pantry including responding to phone inquiries, greeting visitors, distributing food bags, keeping records up to date, and replenishing shelves when necessary.

- **Finance, Stewardship, and Database Support**

- Administer parish records and database system to include:
  - Enter, update, and correct household, individual, and donation information in the electronic database. This information includes contact information, significant life events (baptisms, marriages, deaths), pledges, and other household details.
  - Enter and update member information in the written parish record book.
  - Coordinate the parish database with the electronic newsletter database.
  - Generate appropriate acknowledgement letters within a month after the recording secretary has entered donations and other financial data.

- Generate electronic and print directories, reports, and mailing labels.
- Teach staff and congregational members how to access their records.
- Manage and update the giving envelope data and mailings with the recording secretary.
- Develop effective database structures and protocols with the director of operations and recording secretary.
- Assist the director of operations with the preparation of the office records for annual audits.

### **Qualifications:**

- High school diploma
- An ability to carry out assignments in a Microsoft Office environment, especially using Word, Excel, and Publisher.
- Experience with office and facilities management.
- Excellent communication and proofreading skills.
- Ability to manipulate, update and maintain databases, including church management software.
- Experience in a multicultural, intergenerational, and diverse environment. Experience dismantling systemic oppression (sexism, racism, heterosexism, etc.) is a plus.
- Experience in Christian congregations, especially in Lutheran or other historic traditions (African Methodist Episcopal, Presbyterian, Episcopal, Roman Catholic, etc.) is helpful.

### **Physical Requirements**

Ability to sit (or stand) at a computer for prolonged periods of time.

Ability to speak to telephone callers and office visitors.

Ability to occasionally lift up to 15 pounds.

Ability to see and observe conditions of the office, facilities, and grounds.