

Living Lord Lutheran Church Job Description

Administrative Assistant

Supervised by: Director of Operations and Facilities

Status: Full-Time Position (35 Hours)

FLSA: Exempt

Summary

This position provides administrative support for the staff and congregational council, manages and maintains all communications and records needed for the functioning of the office and facilities, and provides office coverage in support of Living Lord's mission and vision.

Essential Functions

- Prepare and distribute printed and digital announcements to include but not limited to annual reports, congregational newsletters, and weekly worship publications.
- Maintain prayer lists, paper and digital files, operating manuals file, and list of account passwords.
- Answer phones and office emails, take messages, prepare documents, copy materials, prepare and send letters, sort and distribute mail.
- Maintain office and church supplies, equipment, vendor files, and records, back up computers, order office supplies and arrange equipment repair.
- Coordinate and delegate the work of office volunteers.
- Provide administrative support for the pastors.
- Provide administrative support for the church council.
- Provide administrative support to the Director of Operations and Facilities
- Maintain the church member database to be current and accurate
- Attend weekly staff meetings. Collaborate with other staff.
- Other duties as required or assigned.

Core Competencies

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; recognizes and corrects errors quickly; keeps the larger picture in mind while tending to the smallest of details.
- **Helping Orientation:** Compassionate, flexible and sensitive to the needs of the congregation's internal and external constituents; is able and willing to supply answers and resources that others find satisfying; positive demeanor and professional appearance; maintain constructive and cooperative working relationships with team members.
- **Verbal and Written Communication:** Ensure that the congregation, council, volunteers and staff are kept informed of relevant information. Able to deliver or write a succinct message

clearly, articulately and with emotion and tone appropriate to the context. Is an active listener, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.

- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; sets, meets and enforces deadlines; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities; able to work well with little or no supervision
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly assesses and zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- **Integrity and Trust:** Practice direct, honest and transparent communication; keep confidences; comply with cash and credit card handling policies to protect congregational assets; maintain confidentiality of all private, personal and financial matters; admits mistakes; and respond to situations with constancy, clarity and reliability.
- **Values:** Commitment to the mission, vision and values of Living Lord in his/her choice of behaviors; able to influence others to engage, provide resources and serve; and generate energy, passion and commitment to the mission, vision and core values in others.

Qualifications and Requirements

- High school diploma; 2-4 year college degree preferred.
- Minimum of 2 years in administrative position, including record keeping.
- Ability to use email, digital calendar, internet, Word, and Adobe;
- Compliance and “clear” report with background checks done on a regular basis by the church.
- Compliance with Living Lord policies, procedures and the *Employee Handbook*.
- Ability to lift 25 pounds and to see and hear with accuracy.

This job description was endorsed by the Living Lord council in August, 2020.