Job Description – Administrative Assistant

The Evangelical Lutheran Church of Durham is looking for an Administrative Assistant to support our small church office in a collaborative, multi-staff environment. This role is more than just administrative work; it is a vital part of our ministry. As the first point of contact for many, the Administrative Assistant represents the church and plays a key role in shaping how we are perceived. It is a position of honor, serving as a reflection of our church's values and mission to the public.

Hours: Flexible – 30-45 hours a month

Pay Rate: monthly salary position

Overview:

- Perform general office work, under the supervision of the Pastor and cooperation with the other staff and church council members.
- Must be a Christian and represent not only the Evangelical Lutheran Church of Durham, but Jesus Christ himself, demonstrating a real love and concern for all people.
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of all office equipment and supplies, strong computer skills, and a willingness to be flexible in a small setting.
- Must be highly organized and possess good communication and collaboration skills. Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.

Overall Responsibilities include:

- Check messages and answer the phone when working in office. Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone.
- Keep church staff including the Pastor informed of member's needs such as deaths, illnesses and other crises.
- Perform general office work with accuracy and attention to details; maintain/order supplies and various files; keep records and compile these into periodic or occasional reports.
- Prepare and edit weekly bulletins, the monthly newsletter, the acolyte schedule, sign-up sheets, the Annual Congregation Report and other documents as requested, maintaining an electronic file of all materials while also photocopying documents and assembling, as needed.
- Update and maintain church social media platforms, as appropriate (i.e. Website, Facebook, Instagram).
- Keep accurate church records, (e.g. church members, prospects, calendar, etc.). Prepare and maintain mailing lists, email lists and the church directory.
- Perform other duties as requested/assigned by the Pastor, Staff and Church Council.

Qualifications/Experience:

- High School Diploma
- Appropriate PA background checks and clearances
- Strong computer skills (Microsoft Office, including Word, Excel, Publisher), the ability to work with graphics and the ability to use social media and digital communication tools
- Strong organizational skills
- Excellent knowledge of English composition, grammar and punctuation
- Ability to multi-task
- Recommended experience with WordPress, Microsoft Word, and Canva

Time-Delineated Outline of Activities

Weekly

- Prepare advance bulletins and distribute Pastor and Choir Director for approval, once approved, distribute to lector, post to website, and print hard copies.
- Record attendance from head usher in the tracking spreadsheet.
- Additional bulletins may be required for holidays, Lenten services, funerals and special events.
- Provide in-office availability for Council, committees and projects, generally 2-3 days a week for 2-4 hours.
- Monitor email and distribute to the appropriate person, when needed
- Maintain church calendar and weekly email notifications.
- Update social media, schedule online streaming, update website with bulletin, service, and event information.
- Communicate with prayer list leader and update the prayer chain in bulletin.
- Pick up mail, one time per week. Distribute bills to the Treasurer/Bookkeeper in a timely manner.
- Manage church credit card, submit check requests and receipts to treasurer/bookkeeper.
- Monitor and respond accordingly to voicemails (through the email system), checking once a day and forwarding as needed.

Monthly

- Prepare the monthly newsletter, including the collection of reports from committees; the acolyte, greeter, lector, and usher schedule; the creation of the layout; the inclusion of graphics; printing 40 copies; and mailing to members without email.
- Maintain supplies, monitoring and purchasing, as needed, including copier paper, office supplies, committee supplies and supplies for Care-A-Lot.
- Update bulletin boards with sign up sheets for worship assistants/ flyers.
- Maintain church state clearances records.

Quarterly

- Prepare the attendance report and distribute to Church Council.
- Maintain the website, updating pages, software and tools/style sheets as needed.
- Manage church closures due to inclement weather. Post to news channel, website, and social media, engage call chain.

Annually

- Prepare the Congregational Annual Report, collecting reports from Committees/Ministries and producing (75) copies for distribution.
- Produce the annual statistical report with the Pastor and Treasurer, entering this information into the Annual Report and the ELCA website.
- Keep the Church Directory current and updated.
- Create a schedule of newsletter deadlines and distribute to all Council members and committee/leads.

Miscellaneous

- Prepare for life events and their specific needs, including baptisms, weddings and funerals, which may include the creation of bulletins, updating parish records in the Church membership database and the Church record book.
- Refresh the website, periodically reviewing and refreshing the organization of content, the visual design of the site, and the addition and removal of pages.
- Reorganize and purge information kept in the computer and file cabinets.
- Work with Cyan Sky to obtain toner and address any issues with the copier.