

LIVING FAITH LUTHERAN CHURCH

JOB DESCRIPTION

POSITION

Administrative Assistant

SUMMARY

Under minimum supervision, provide assistance to the pastor and manage the office.

DUTIES

- Receive and screen incoming calls, taking clear messages and return calls.
- Type service bulletins, correspondence, follow up visitor letters, articles, etc..
- Assist in the day-to-day operation of the pastor's office by receiving all incoming work and correspondence, including sorting mail and other office-related duties.
- Build good relationships with the congregation, media ministry, Michigan District, the Synod, the general public/community.
- Communicate with church musician/keyboard player with music for each service and provide him with a service bulletin for his/her review.
- Upload weekly sermon and other church videos to YouTube and social media accounts
- Maintain church website.
- Ensure that office equipment is well-maintained and in working order; provide input and recommendations when new equipment needs to be purchased.
- Coordinate, take applications for, and schedule outside use of facilities
- Maintain and keep a record of all building keys and security system codes
- Assist staff and volunteers when requested
- Attend church regularly.

(A full job description is available for your review in the Church office)

QUALIFICATIONS

High School graduate

One year related experience with specialized computer skills (Word, Data Base)

Working knowledge of basic computer software and hardware

Working knowledge of general office procedures

Maximum of 18 hours per week Monday-Friday, days and times to be determined

Rate of Pay: \$13 per hour

Qualified candidates, please email resume and completed application to ivingfaithlutheranmc@gmail.com. You may also drop off or mail a completed application to 310 S. Parker Street, Marine City, MI 48039.

Date Posted: August 23, 2023

Posting End Date: September 6, 2023

Preference will be given to Living Faith Lutheran Church members or Lutherans from another church.