

Administrative Assistant/Receptionist Job Description

Trinity Lutheran Church, Monticello MN 55362

Reports to	Pastor
FT/PT Position	Part-time, approx. 12-15 hours per week
Work Hours	Monday – Thursday (Church business hours) and Sunday mornings, additional weekend hours may also be required depending on church programs/events
Position purpose	Work collaboratively and independently in a small staff environment with primary responsibilities in Office Management/Receptionist, Administrative Support and Communications for Weekly and Church Year Planning and Preparation, Membership Recordkeeping, and Recruiting and Providing Supervision of Office Volunteers.

Job Responsibilities/Duties include, but not limited to the following—

Office Management/Receptionist

- Greet and assist members and visitors, both expected and unexpected, with warmth and importance while protecting staff time.
- Handle incoming and outgoing communications that includes mail, email, deliveries, packages, etc.
- Answer phones and direct calls promptly and efficiently. Follow-up as needed. Email staff or committee(s) if return call(s) or another follow-up required.
- Maintain office supply inventory and notify/coordinate machine and/or technical support when needed.
- Maintain a pleasant appearance of the general office area and narthex/lobby.
- Maintain master church and rental calendar and communicate/coordinate calendar needs with other staff.
- Lock and unlock doors, and arm or disarm security, as needed.
- Attend and participate in all staff meetings and other meetings as requested

Administrative Support and Communications (for Weekly and Church Year Planning and Preparation)

- Prepare and produce worship bulletins – and create text/ad copy for bulletin inserts, assembly as needed
- Provide material to volunteers regularly (i.e. email Scripture readings to weekly lectors)
- Prepare and produce newsletter – including writing text or articles, gathering photos, creating ad copy
- Maintain and regularly update social media platforms, including Facebook page and website
- Provide miscellaneous administrative support for congregational mailings, special services, church committees and staff as needed – including some professional letter writing
- Schedule and provide record keeping for Weddings, Funerals, and Baptisms including Baptism Box.

Membership Recordkeeping

- Maintain and update membership database.
- Provide membership info and support to staff and applicable committees

Recruit and Provide Supervision of Office Volunteers

- Provide and maintain office volunteer duty lists
- Recruit office volunteers for regular assistance and “as needed” for special projects and administrative overflow.

Required Skills

- Positive relational skills; friendly, calm and professional, while keeping information confidential; serve as a positive representative for Trinity Lutheran Church (and for Jesus Christ) both in person and on the phone.
- Strong attention to detail to ensure accuracy.
- Demonstrated planning and organizational skills.
- Demonstrated and proficient computer software application skills, including spreadsheets and publishing software—including MS Publisher, Word, Excel
- Effective written and verbal communication skills.
- Self-starter, good at multi-tasking and prioritizing projects, as well as quickly re-focusing on tasks.
- Ability to multi-task while staying focused on assigned goals and objectives.
- Ability to recruit, appreciate and train office volunteers.
- Ability to work Trinity’s business office hours and some Sunday mornings at welcome/info desk.
- Willingness to seek new information, training and resources as needed.
- Willingness to learn and utilize new technology and meet current web design and cultural trend expectations.

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Applicant Information

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Experience

- Professional Office experience required
- Church Office experience preferred

Education

- High School diploma required
- Some college or college graduate preferred
- Could be attending college while working this position

Wages/Salary

- Wage rate and/or salary dependent upon qualifications

Benefits

- Limited paid time off
- Parental leave available (unpaid)
- Professional development assistance (classes/networking directly related to work expectations)
- Other (No medical or dental)