

## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Messiah Lutheran Church and Preschool, Vancouver, WA

Job Title: **Administrative Assistant**  
Reports to: **Lead Pastor**

LSA Status: **Non-Exempt**  
FTE: **0.68**

### Position Purpose

The Administrative Assistant supports the work of the pastors and program staff, maintains office procedures, and is the "first voice" contact point for members and the community.

### Attributes

This position requires a person possessing:

1. *Intuition* and *courage* for creative problem solving
2. *Self-generated* sense of *motivation* and *initiative* for organization, networking, and communication
3. *Cooperative spirit* of contribution for team-based decision-making
4. *Imagination* for seeing new and effective approaches to challenges as they arise
5. Confident *sense of self* alongside a high level of *humility* as one who serves
6. Excellent *interpersonal skills*
7. *Inherent talent* for implementing solutions for day-to-day ministry issues

### *Examples of Essential Duties and Major Responsibilities*

#### Communication

- Maintain confidentiality in all communications
- Engage in professional hospitable and courteous communications and interactions with staff members, congregants, and walk-ins in all face-to-face, written, telephone or electronic communications.
- Process information requests or other inquiries regarding ministries on behalf of appropriate program staff

#### Office Management

- Provide confidential administrative support for pastors and program staff
- Possess and maintain a high level of computer software knowledge (Word, Excel, ability to use the internet, post to social media sites, electronic filing skills) and office equipment operating skills
- Manage daily office functions. For example: sort and distribute mail
- Maintain inventory and arrange for purchases of office equipment and supplies as well as items needed to support all program staff
- Manage facility use and resolve issues, including the distribution of keys and security access

#### Record Keeping

- Administer and maintain all record keeping for smooth functioning of the facility and ministries. Includes, but is not limited to, scheduling of church wide events for both campuses, maintaining yearly calendar, contact data base, membership roles, financial reports and minutes of meetings as appropriate and directed by supervisor.
- Prepares and oversees administrative office budgets

### Volunteer Coordination

- Coordinate the process of enlisting and training volunteers to support worship and other church needs (i.e. ushers, readers, communion set up, greeters, coffee hour, kitchen help, decorators).
- Be aware of members and others who would make good volunteers and when appropriate recruit or refer them to positions.

### Stewardship – Time and Talent

- Prioritize and execute tasks to meet deadlines
- Keep informed and updated on current methods for maintaining an efficient office
- Stay updated on technology including, but not limited to, computer software, office machines and equipment
- Perform tasks efficiently and accurately.
- Assist program staff with production and execution of materials necessary to their work

### Miscellaneous

- Coffee hour and kitchen clean up as needed
- Coordinate weddings, funerals, Christmas decorations, church decorations, etc.
- Review publications and media documents
- Other duties as assigned

### **Job Scope**

The Administrative Assistant operates within parameters established by the church leadership team and the supervisory pastor(s). The Administrative Assistant is encouraged to bring ideas regarding improvements in operation to supervisory pastor(s) before implementing them. Exceptions to this may be made for operations that do not affect other staff or volunteers.

Assessment of job priorities are subject to direction from supervisory pastor(s), however for most daily operations it is the responsibility of the Administrative Assistant to arrange work time to achieve daily tasks and accomplish important assignments in a timely fashion.

The Administrative Assistant is responsible for creating a budget for office needs and for accountability to that budget.

The Administrative Assistant's tasks vary with the Church seasons and it is the responsibility of the Administrative Assistant to make appropriate time adjustments to accomplish these varying tasks.

### **Interpersonal Contacts**

The Administrative Assistant is the “first voice” of Messiah Lutheran Church.

- This position acts as the communication hub office walk-ins, telephone contacts, and email. These interactions occur multiple times each day. The Administrative Assistant is responsible for responding to all inquiries, directing questioners to the appropriate person(s) or resources, or for doing research and conveying a response in a timely manner to the questioner.
- The Administrative Assistant fields inquiries from visitors, vendors, officials, and all others and responds to all inquiries, directing the questioner to the appropriate person(s) or resources, or

researching the appropriate answer and communicate it to the questioner. These contacts happen daily.

### **Knowledge, Skills and Abilities**

The Administrative Assistant must perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others, or affecting their ability to perform their duties.

#### **Knowledge**

Additional training and education to meet the changing responsibilities of the position are required to supplement basic knowledge. This includes, but is not limited to:

- Computer skills in current software and ability to learn new programs as needed
- Clear writing skills, including the ability to compile meaningful reports for self, staff and supervisors
- Filing, scheduling, ordering, emailing, and other office skills and administrative functions
- Ability to work with details including financial figures
- Mail handling and distribution of other materials
- Telephone skill, manners and clarity
- Awareness of programs and groups at the church, their scope, schedules and availability

#### **Ability**

Success in this position will be determined by the ability to:

- Meet or exceed all ministry requirements
- Improve their skill set
- Achieve results that build up and support other staff
- Demonstrate leadership in assigned areas
- Complete all required tasks
- Empower others to some aspect of ministry
- Remain teachable and teaching
- Demonstrate stewardship of their time, talents and budget
- Represent the ministry of the Church to those they meet
- Develop, grow and maintain their Christian spirituality

#### **Certificates, Licenses, Registrations**

- Successfully passed a background check
- Current and valid driver's license and reliable transportation

#### **Working Conditions**

The working conditions are those of an inside office. Moving between rooms and up and down stairs is required. Carrying loads not to exceed 20 pounds may be required. Occasional work after normal office hours may be required for special events. Chemical exposure is limited to office and cleaning supplies. You will share your office workspace with volunteers as needed.

**Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**