

Administrative Assistant

Calvary Lutheran Church --- Oshkosh, WI

Mission statement: *“Nurture discipleship to serve our community³ with God’s love and forgiveness”*

Calvary Lutheran Church is looking for a qualified person to join our team as an administrative assistant. The overall goal of the administrative assistant is to oversee the daily operational function of the church and support of the Pastor and Congregation in alignment with the church’s mission. Following this narrative is a more detailed job description.

The Administrative Assistant is a part-time position, a minimum of 20 hours a week with some flexibility in scheduling hours worked as long as deadlines are met. Expected pay range: \$18 – \$20 per hour.

Applications will be accepted until April 30th. Please submit a cover letter and resume to Calvary Lutheran Church.

Position Responsibilities

- Coordinate and maintain membership activities:
- Membership database
- Offering envelopes and member contributions
- Record baptisms, funerals, marriages, transfers, etc.
- Maintain lists of members that are homebound
- Oversee/maintain church operating systems
- Work with members and outside organizations regarding building use, resources needed, etc.
- Oversee/maintain the system of SOP (standard operating procedures) for the position
- Notify proper volunteer ministries and initiate process for weddings and funerals
- Submit bills to Financial Secretary for payment
- Maintain church official calendar
- Create and distribute newsletters using Publisher
- Responsible for upkeep/maintenance of office equipment and computers
- Year-end reports including Annual Report and reports to the wider church
- Media notification
- Coordinate with volunteers to post and maintain narthex information
- Maintain office supplies and process church supply requests from ministries
- Related church duties as directed by Pastor and Congregation Council
- Develop weekly service plan using PowerPoint

Required Knowledge/Qualifications

- Maintain a high degree of confidentiality
- Excellent communicator who works well with others
- A forward-thinker and self-starter
- Ability to plan/schedule work activities and complete assignments in their order of priority and make the most effective use of time.
- Excellent grammar and proofreading skills
- Knowledge and demonstrated proficiency in Microsoft Office products including Publisher, Word, Excel, and PowerPoint.
- Proficient on computer, including training of staff, working with tech support for computer repairs/updates and safe use of internet.
- Knowledge of budgets.
- Attention to detail.
- Organizational skills.
- Ability to meet deadlines, maintain confidentiality, work with minimal supervision and perform outlined tasks.