

# Joy Evangelical Lutheran Church

## Parish Administrative Assistant

### Key Skills Needed:

Office Management	Graphic and Web Design (HTML)	MS Office: Outlook, Excel, Word, PowerPoint, Publisher
Event Management	Proficiency on All Office Machines	Exceptional Hospitality and Professionalism
Records Management	Internet and Social Media Proficiency	Clear, Pleasant Speaking and Telephone Voice
Travel Management		

### Administrative Assistant Duties:

- **Maintain confidentiality:** All information, including budget, offerings, employment agreements, visitors and calls to Pastor shall be kept in strict confidence.
- **Create, print, and assemble print media:** including weekly bulletins, church PowerPoint presentations & announcements, monthly newsletters, and annual reports. Brochures, forms, and fliers for the church and all its sub-groups are usually created by the person in charge of the event.
- **Design and maintain church website social media profile and electronic road sign:** Create an informative, eye-catching internet and road sign presence using custom and stock graphics, updating as necessary to keep content relevant and current.
- **Publish monthly newsletter:** Gather information from committees and individuals to design and publish a visually pleasing, informative newsletter.
- **Manage church membership files:** Keep membership files current and orderly using church membership software, and publish annual membership directory.
- **Inform the congregation:** Send weekly, informative emails to congregation members, supplementing as necessary to keep everyone informed of church events, meetings, and other pertinent items of interest.
- **Maintain office supplies:** Order supplies and equipment, and perform software and equipment upgrades as needed.
- **Coordinate facility maintenance:** Coordinate with Sexton for regular maintenance and repairs. Inform appropriate council members and/or Property Chair of necessary repairs.
- **Sort and deliver mail:** Sort incoming mail and maintain confidentiality and professionalism while delivering to intended recipients.
- **Compile Council materials:** Print and assemble agenda and reports for monthly Council meetings.
- **Greet visitors and answer telephone:** Assess the needs of callers and visitors using the utmost courtesy and professionalism, and direct accordingly.
- **Coordinate volunteers:** Secure volunteers to help with regular office needs such as bulletin and newsletter assembly, as well as other church-related tasks.
- **Manage facility event calendar:** Minimize possible scheduling conflicts by keeping event calendar current and complete and publishing the current calendar in bulletins, social media, website and church PowerPoint announcements.
- **File all federal and state licenses:** Annual Corporate License, Annual Business License, and Annual Report of the Congregation to Church-wide.
- **Bookkeeping:** Work with Treasurer and Financial Secretary by keeping records of financial transactions in the accounting system.
  - Keep track of authorized signatures on checks for disbursements, as well as posting details of each transaction.
  - Work with the Treasurer to create monthly and annual reports for presentation to the Church Council and annual Congregational Meeting.
  - Ensure that Audit Committee has access to all financial records in order to perform the annual financial records audit.

