

**Lord of Life Lutheran Church
Administrative Assistant Job Description**

Reports to: Church Administrator

Directly Supervises: None

Job Summary: Provides general office and administrative support where needed.

Essential Functions

- Daily office tasks, including answering phones and emails, sorting & distributing mail
- Receive building use requests and verify availability
- Prepare and copy worship bulletins and announcements
- Edit and assemble monthly newsletter

Other Responsibilities

- Correspond with member and non-members regarding church events – sending wedding information and form, baptism form, building use information, etc.
- Prepare certificates as needed: baptismal, membership, etc.
- Perform other tasks as requested

Minimum Qualifications

- Office/Administrative support experience
- Practical knowledge of Microsoft Office products and Adobe Acrobat
- Advanced internet skills
- Experience with database management software

Physical Requirements and Working Conditions:

- Office setting, requires sitting and working at computer for extended periods
- Some lifting of supplies and materials as required

Core Competencies:

- Organization, interpersonal and communication skills
- The ability to work independently and multi-task to meet deadlines and objectives
- A commitment to the confidentiality of personal information of the congregation and staff

Time Required: 14 hours, 2 days/week (Tuesday & Wednesday)