

Role Description: Administrative Assistant



Introduction

The Administrative Assistant is a role that facilitates a welcoming atmosphere and support for the work of Gospel proclamation at Concordia. The role has primary responsibilities in such areas as reception, administrative support for all areas of the church and school, and finances, all of which enable our congregation to reach people with the Gospel.

This role requires a combination of task-based skill and excellent communication. This means that the Administrative Assistant is responsible to ensure that tasks are done in an efficient and timely manner while still remaining available to welcome visitors to the building. It is a highly challenging but highly rewarding role.

(One note on the relation of church and school: the school (including preschool) has significant requirements in this area, but we value the school as a part of the ministry of the congregation. Therefore both church and school administrative support is assumed throughout this role.)

Qualifications

- A Christian who is, or is willing to become, a member of Concordia Lutheran Church. It is important to the success of the role that the Assistant understand ministry work and be intentionally well-connected to the spiritual life of the congregation.
- Inter-dependent team player: The ability to work diligently and independently within their role, yet always view themselves as a part of the staff team.
- Exceptional interpersonal communication skills (in person and through technology such as phone, email, etc.)
- A detail-oriented person with an ability to appreciate the “big picture” of ministry.
- Excellent technology and general computer skills (MS Office, web site, web applications, etc.) will be required to fulfill this role well.
- Demonstrated experience and skill in office administration is an asset.

Areas of Responsibility

Receptionist

- Being a warm and welcoming “first face” that people see when entering the building.
- Receiving and directing of information and questions to appropriate people.

Administrative Support

- Provide support to the Church & School staff and key volunteers, assisting them in a variety of administrative tasks (e.g. church bulletins, correspondence, Ministry of Education reports, LCC statistics, school/preschool newsletters, etc.)
- Assist Church and School leadership in keeping church member and student records up-to-date in both paper and electronic filing systems.

Finances

- Working together with the Bookkeepers as needed (e.g. coordinating financial record-keeping, petty cash disbursements, receivables, deposits of weekly offerings, school tuition, and other income, etc.)

Properties

- Coordinate facilities use/bookings
- Ordering and receiving supplies for church and school.
- Reporting building issues to the church's Director of Properties and liaising with insurance company and workers as needed.

Staffing and Leadership

- Recruit, lead, and support volunteers to serve in the office area as needed.
- Be a part of staff and leadership team meetings as needed.

Support and Accountability

- Though the Assistant communicates with large numbers of people, the Assistant will receive primary support and accountability from the Pastoral Office. The Assistant is ultimately accountable to the congregation through the staffing and Governing Team structure.
- The position is a flexible one that is responsive to the needs of Concordia. Other duties may be assigned if gifts and time allow, upon agreement of both the Assistant and supervisor. There will be frequent and ongoing communication to ensure the Assistant is properly equipped and supported for success in the role.

Remuneration

- This position will involve up to 23 hours per week, with base hours being 8:30am-12:30pm Monday through Friday. Specific arrangements will be made with the successful candidate, mindful of the demands of the varying seasons of the church and school year and other staff schedules.
- Wage will be commensurate with demonstrated skill and experience.
- Vacation time and personal leave will be given in accordance with congregational policy and managed by the supervisor, with due consideration to both needs of the individual and the congregation.