

Purpose: To serve the church by providing dedicated administrative support to the church staff.

Reports to: Executive Director

Essential Job Functions

- Provide high level hospitality to members & visitors via answering the phone & doors, greeting them in the office, and directing them to the appropriate staff member
- Maintain accurate member information through Realm, the in-house data management system
- Administratively assist staff with a variety of projects, reports, and records
- Ability to handle multiple tasks, responsibilities, and interruptions
- Direct work to volunteers as projects require and managing volunteer database
- Accurate typing and attention to detail in all areas of work

Qualifications:

- High School graduate or GED
- Background Check

Technical Requirements

- Previous database and spreadsheet experience preferred
- Proficient in Excel, MS Word, Office, and Google applications
- Previous experience working with websites and social media preferred

Spiritual Life

- Ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ
- Preferably a member in good standing at St. Peter's Evangelical Lutheran Church or other Lutheran Church Missouri Synod congregation

General

- Must have a heart focused on ministry, not just a job
- Strong administrative, communication, and interpersonal skills
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive information
- Able to work independently with minimal supervision. Pro-active and dependable
- Must be willing to perform other duties as required in a spirit of servitude

Measured by

- 30-60-90 Review given by the Executive Director with input from appropriate staff
- Annual Performance Reviews conducted by Executive Director

Job Classification: This is a Non-Called, Regular Part-Time (20 hours or less) position.

Salary: Salary is commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School