

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Administration & Operations Assistant

Job Description: Reporting directly to a Lead Pastor, works independently performing a wide range of complex and confidential administrative and clerical support duties. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. Highly organized and proactive to provide administrative support to church and leadership. Strong sense of discretion. Requires knowledge of all church policies and procedures. Includes responsibility for office management. Assist and facilitate the smooth functioning of all church administration.

Reporting Responsibility: This position reports to Lead Pastor

Duties as Assigned:

- Provides a wide range of complex office administration and support to Lead Pastors and staff.
- Serves as principal administrative contact and liaison with all staff, church members, and internal and external contacts.
- Develops, implements and administers departmental office systems and procedures. Establishes office procedures, policies and operations. Interprets and communicates policies and processes.
- Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyzes information required for administrative reporting.
- Provides wide ranges of support including keyboarding, composing and editing letters, memoranda, reports, program/ministry materials, presentations. Prepares copy for publication or submission of documents and/or reports. Drafts and prepares various types of correspondence with a professional and polished tone. Strong written and editing skills with clear, concise, and error-free communication.
- Uses multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications.
- Serves as principal contact and source of information for church members, committees, teams, staff, and external contacts.
- Extensive calendar management. Manages complex church calendar software and church-wide schedule of events/activities.
- Coordinates church-wide events, meetings, and activities. Ensures participants receive necessary materials in advance and coordinates logistics.
- Purchases and maintains inventory of supplies for office and church.
- Performs research work and summarizes findings as needed by Pastors and

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Directors. Conducts research, analyzes data, and compiles well-structured, professional, and comprehensive reports. Presents insightful analysis and helps Lead Pastors understand options.

- Creates and maintains electronic and physical filing system(s) and record-keeping for all church and organizational systems. Adheres to data privacy regulations and handles confidential information with discretion.
- Maintains personnel records. May assist with interviewing for positions.
- Supports and assists various ongoing projects for the church. Tracks project progress and deadlines, managing documentation and reporting.
- Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination. Screens and filters communications.
- May assist in training, scheduling, and distributing work volunteers or temporary staff.
- May coordinate staff recruitment and/or hiring processes.
- Manage all internal and external events including meeting with new potential renters, drawing up facility agreements, following up with all facility users assuring payments and insurance are up to date, coordinating internal meetings, managing all facility spaces in eSpace.
- Contributes to unit effort by accomplishing related duties as required.

Qualifications

Education

College degree in business administration, management, or related field preferred, or an equivalent of education plus experience in an office/administrative environment.

Skills and Experience

Proven experience as executive assistant or similar administrative role. Client/customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support with tact and diplomacy. Experience managing multiple deadlines required. Ability to work across teams and with a variety of projects and program areas.

Compensation: This is a regular, non-exempt, full-time, hourly position of 40 hours per week with benefits offered. \$30-35/hr.

To Apply: visit <https://www.lcrchurch.org/>

Or send resume and cover letter to personnel@lcrchurch.org, or to lcr@lcrchurch.org