

CALVARY LUTHERAN CHURCH
JOB DESCRIPTION
Administrative Assistant

OBJECTIVE:

The Administrative Assistant serves under the direct supervision of the Pastor, to manage all activities of the main church office and perform administrative duties related to the church's operation.

GENERAL DUTIES:

1. Serve as “first contact” to visitors and members, either in person, on the phone or on email.
2. Prepare, edit and produce all church publications (Pastor's correspondence, newsletters, directories, annual reports, bulletins, programs, etc.)
3. Assist the church Financial Secretary with church offerings, and make weekly bank deposits.
4. Coordinate use of the building by outside groups; collect appropriate rental/usage fees.
5. Maintain master calendar of all church events and activities.
6. Order and purchase office supplies.

ESSENTIAL QUALIFICATIONS:

1. Must have a love for Jesus.
2. Exercise confidentiality relating to church business and members.
3. Friendly, self-motivated, and possess excellent communication skills.
4. Cooperative and flexible approach to problem solving.

REQUIREMENTS:

1. Must have excellent command of the English language, including basic composition, grammar and punctuation.
2. Proficient in the use of common office equipment (computer, printer, fax, copier, etc.).
3. Proficient in church management and presentation software for use in worship services, administrative tasks and church communications (Microsoft Office, Icon Systems, ProPresenter, PowerPoint, Publisher)
4. Possess a valid Oregon driver's license and personal transportation.
5. Possess a minimum high school diploma, and have 3-5 years of job related experience.
6. Pass mandatory background and drug testing. CLC maintains a smoke- and drug-free environment.
7. Must be bondable.

REPORTING RELATIONSHIP:

The Administrative Assistant reports to the supervising Pastor. This is a full time position, with benefits, and paid on an hourly basis of 35 hours per week (½ hour lunch).

COMPENSATION:

\$18.00 - \$20.00 per hour starting wage, plus benefits.

EVALUATION:

A performance review will be conducted after 90 days of employment, and then annually. The performance review will be with the supervising Pastor.

EMPLOYMENT AT WILL:

The relationship between you and Calvary Lutheran Church is referred to as "employment at will." This means that your employment can be terminated at any time, for any reason, with or without cause, with or without notice, by you or Calvary Lutheran Church. No representative of Calvary Lutheran Church has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your "at will" employment status, except for a written statement signed by you and the church's Pastor.

AMERICANS WITH DISABILITIES ACT SPECIFICATIONS:

While performing the duties of Administrative Assistant, the employee may occasionally be required to stand, walk, sit, use hands and fingers, handle or feel objects, use tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee may occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.

All staff members of CLC are expected to maintain good, positive, professional working relationships, and work as a team member with the Pastor and any related volunteer lay committees, and must maintain a dress code appropriate to working in a church environment.