

ADMINISTRATIVE ASSISTANT

Position Description / Our Father Lutheran Church

OUR MISSION

Helping ordinary people know and share extraordinary life in Christ.

POSITION PRIMARY PURPOSE

The Administrative Assistant for the Grow in Faith Ministry is an ordinary person who shares extraordinary life with members, guests and visitors by providing executive and administrative assistance to the Grow in Faith Team.

DUTIES AND RESPONSIBILITIES

Serve the Director of Faith Development by providing administrative support, record keeping, scheduling, class preparation and follow up.

Support the new member orientation process.

Support the Director of Student Life by assisting with projects, reviewing documents, arranging transportation, and weekly meals.

Support the Kids' Ministry Coordinator by purchasing and preparing supplies.

Volunteer appreciation, training and coordination as directed by Grow in Faith Directors and Coordinators.

Manage records, database, registration forms, and payments for Grow in Faith ministries.

Additional duties as mutually agreed upon.

MINIMUM QUALIFICATIONS

Lives a life worth imitating, adhering to our statement of faith and guidelines and policies.

Strong organizational, recording keeping and time management skills.

Excellent verbal and written communication skills.

Ability to keep information confidential.

Basic computer, word processing and data processing skills.

Operational knowledge of office equipment.

Occasional availability on evenings and weekends.

Ability to lift a minimum of 10 pounds and carry it up to 50 feet.

High school diploma or equivalent.

PREFERRED STRENGTHS

Strong interpersonal skills with guests, members and staff

Active member of Our Father Lutheran Church, regular in worship and Grow in Faith ministries.

COMMITMENT, COMPENSATION AND BENEFITS

The position serves an average of 25 hours per week.

The starting compensation ranges between \$18 to \$21/hour, depending on qualifications, experience, and tenure with the Church.



COMMITMENT, COMPENSATION AND BENEFITS (CONTINUED)

This position is offered with retirement and disability benefits.

This position is not eligible for health benefits.

Paid Personal Time Off (PTO) is available for this position.

ORGANIZATIONAL RELATIONSHIPS

This role reports to the Director of Faith Development.

This role supports: the Director of Faith Development, Director of Student Life and the Kid's Ministry Coordinator, Middle School Coordinator and Preschool Administration.

EMPLOYMENT CLASSIFICATION

Regular part-time, hourly non-exempt.

CONDITIONS OF EMPLOYMENT

Employment is subject to the policies outlined in the Our Father Lutheran Church (OFLC) Personnel Handbook, a copy of which will be furnished. Further, you agree to abide by OFLC's Statement of Faith and will continue to do so while under the employ of OFLC. You also acknowledge that your employment is on an at-will basis, meaning that your employment may be terminated at any time for any reason and at the church's sole discretion.

NEXT STEPS

Please send a resume to: Rev. Nate Peregoy, Executive Pastor, nperegoy@oflc.net.