



GOOD SHEPHERD

LUTHERAN CHURCH

Office Assistant

Title: Office Assistant
Position Type: At Will, Part-time (15-20 hours per week)
Compensation: \$13.00-\$15.00 per hour

Overview:

The Office Assistant is a diverse and critical position, aiding the Pastor and Office Manager as needed, as well as completing their own responsibilities in a timely and professional manner.

Classification:

This position is an at-will, part-time position between 15 and 20 hours per week. Hours are primarily Monday through Friday 8:00am – Noon depending on the current activities of the church.

Responsibilities:

- Maintain church membership information, attendance, and records of official acts of the church. (Baptisms, Weddings, Funerals, etc.)
- Maintain the church Google Calendar to ensure church services and events are accurately posted.
- Serve as the committee contact person for committees who wish to have events added to the calendar and/or church media.
- Recruit and schedule ushers and readers for worship services.
- Serve as our church liaison for the Mobile Meals Program.
- Report copyright information online on a regular basis.
- Maintain the Homebound and Hospitalized records.
- Answer incoming phone calls.
- Assist the Office Manager in processing weekly donations.
- Assist the Office Manager in publishing church bulletins, newsletters, PowerPoints, annual reports, and member correspondence.
- Assist the Office Manager in maintaining inventories of communion, baptism and confirmation supplies.
- Assist the Office Manager and/or Pastor in all other tasks necessary for regular church operations and functions.

Collaboration:

- Attend and participate in related committees, ministries, and staff meetings of the Church.
- Uphold and support the vision and mission of Good Shepherd Lutheran Church.
- Participate and contribute to church life through community, worship, and outreach.
- Continue personal faith development and professional development through learning opportunities at the church, through the ELCA, or community.

Requirements:

- Faithfully represent the teachings of the ELCA with integrity in word and action.
- Ability to work independently and collaboratively in a team setting and environment.
- Ability to multi-task while paying attention to detail.
- Ability to work with all ages.
- Strong organizational skills; verbal/written/computer skills.
- Proficiency in use of Google and Microsoft Office products, social media management, and a willingness to learn new software and computer skills.
- Valid Driver's License.
- Submit to a background check to be approved by Good Shepherd Lutheran Church.
- Adhere to Good Shepherd Lutheran Church Personnel Policies & Procedure Handbook.

Job Evaluation:

The Office Assistant serves at the discretion of the Church Office Manager, Senior Pastor, and Church Council. Compensation is reviewed annually and includes an annual performance review.