



## **ST. ANDREW LUTHERAN CHURCH Job Description**

**Title: Administrative Assistant**

**Reports to: Parish Manager**

Status: Part-Time (28 hours a week)

The Office Assistant plays an important support role on the administrative team at St. Andrew. This position acts as the first point of contact with the congregation and the general public. The ability to create a sense of welcome as well as an accurate assessment of need for all initial contacts is essential, as is a welcoming, compassionate, professional demeanor.

Becoming familiar with the church facility, ministry groups, and database records, as well as a desire to support coordination across many areas are key responsibilities and requirements for this position. The office assistant will be the keeper of frontline information, including the master calendar for both in-person and Zoom meetings. This will require providing support and working closely with the Parish Manager, committee chairpersons, facilities staff, and volunteers.

The Office Assistant has significant responsibility for accurate and consistent data entry, facility scheduling, communication creation and distribution, vendor contact for ordering supplies, routine correspondence, etc.

- 28 hours a week
- Work Week: Tuesday – Friday, 8:30 – 4:00 pm, with 30 minutes for lunch.
- Earned PTO

### **Primary Duties and Responsibilities**

- Opens building and readies it for the day.
- Acts as first point of contact with general public (phone calls and walk-ins) with ability to provide assessment of need and appropriate service or referral.
- Manages building use and committee calendars, scheduling both in-person and online meetings.
- Performs routine data entry, report creation, and updating of databases.
- Supports special event (Advent, Lent, Christmas, Easter) and meeting (congregational meetings) planning and execution.

- Creates (writes and lays out) print publications, including weekly newsletters and worship folders, as well as memorial folders and other documents as needed.
- Proofreads both online and print materials, printing copies for worship and otherwise when necessary.
- Assembles regular mailings for the homebound, congregational notifications, etc., and works weekly with volunteers to assemble worship folders.
- Provides occasional office support for pastors, adult education teachers, committees, and other staff.
- Leads coordination and production of church directory.
- Other clerical duties as assigned.

**Qualifications:**

- High school diploma required; associate degree preferred
- Skilled in working effectively and congenially with others
- Demonstrated competencies in database entry, proofreading, and time management
- Proficiency with Microsoft Office applications (Publisher preferred) and ability to learn new software applications when required
- Ability to write brief articles based on limited information submitted
- Experience with direct service and/or volunteer experience

**Desired Traits:**

- Positive attitude and approach with excellent interpersonal skills
- Ability to coordinate multiple projects and respond to changing priorities
- Ability to organize, set priorities, and exercise sound independent judgment within areas of responsibility
- Ability to work independently and as part of a team
- Attention to detail
- A high degree of tact, discretion, and diplomacy in dealing with sensitive situations
- Reliability and punctuality
- Comfort working in a Christian environment, and genuine respect for individuals of different ethnic, cultural, and social expressions

**Application process:** Resumes will be reviewed upon receipt. Cover letter and resume should be e-mailed to [office@standrewlutheran.com](mailto:office@standrewlutheran.com) or mailed to St. Andrew Lutheran Church, *Attn: Carol Harker*, 12405 SW Butner Rd., Beaverton, OR 97005. For more information about St. Andrew, please go to [www.standrewlutheran.com](http://www.standrewlutheran.com).