FRIEDENS CHURCH SHARTLESVILLE  
Parish Administrative Assistant  
Job Description  
December 17, 2017

The Administrative Assistant serves as the initial phone, e-mail, and personal contact with parishioners, clergy, public, vendors, and service people on behalf of Friedens Church Shartlesville. The position performs vital administrative functions for the church with the assistance of the Office Secretary. The Administrative Assistant will be under the direct supervision of the Pastor or anyone fulfilling the role of Pastor, and acts under the leadership of the church council. The position is for 30 hours per week.

As a Christian community of faith, Friedens Church Shartlesville will only employ a person who is able to exemplify a Christian conduct of work. The individual must possess a high moral character, demonstrate a high level of integrity and confidentiality, and be able to develop and maintain quality relationships with people within and outside of our community of faith.

All of the duties, transactions, and relationships that occur within Friedens Church Shartlesville must be maintained with the absolute strictest confidence. Any failure to maintain confidentiality may be grounds for immediate dismissal.

Responsibilities:

* Maintain regular office hours- 15 scheduled hours per week, 3 per day, Mon-Fri
* Professionally answer phones, respond to e-mails, and receive visitors, ascertain the nature of the inquiry, and respond or direct the inquiry to the appropriate person
* Collect, sort, and distribute mail and information
* Record messages for church answering machine
* Maintain church database and parochial record
* Maintain church calendar- schedule use of facilities and monitor church bulletin boards
* Assemble church council packet in collaboration with council president and Pastor
* Attend Executive Council meeting and take minutes
* Prepare church annual report
* Order supplies for office, maintenance, and social ministry
* Monitor use of church debit card and prepare bills
* Collate announcements and assist in weekly communications
* Monitor accounts with vendors
* Manage use of office equipment
* Provide support to various ministries
* Process memorial gifts
* Other duties as assigned

Required Skills and Competencies:

* High School Diploma
* 2+ years of similar work experience
* Professional attitude- tact, diplomacy, discipline, confidentiality
* Professional appearance
* Writing skills
* Proficiency with computers- general operation, Microsoft Word and Excel
* Filing
* Communication skills
* Time Management skills
* Organization skills
* Problem Solving
* Ability to multi-task and prioritize
* Ability to accept constructive criticism
* Financial competence

Preferred Skills or Ability to Learn:

* Microsoft Publisher and Servant Keeper computer programs
* Experience dealing with vendors
* Familiarity with the Lutheran church