## Position Description - Administrative Assistant

**Position Summary:** The Administrative Assistant is the first point of contact for most Bethel Lutheran Church members and visitors. Therefore, the Admin Assistant must consistently provide a pleasant, welcoming and caring greeting to those individuals. The person must keep informed about Bethel church events being held at both locations so that visitor/caller questions can be answered without the need to be passed on to others. The Admin Assistant should be proficient in the use of Microsoft Office software in order to produce and print weekly bulletins and other documents, and must have aptitude to maintain and extract membership data in the church’s database. This is a fast paced position so the person must be comfortable working in an open environment with frequent interruptions.

**Principal Accountabilities:**

1. Answers incoming telephone calls and welcomes all visitors and guests in a friendly, helpful and professional manner. Provides information as able, or transfers to appropriate person.
2. Prepares and prints various versions of weekly bulletins and bulletin inserts for all worship services.
3. Prints a variety of daily documents, the monthly Connections newsletter and the Annual Report.
4. Prepare worship slides that are projected at Highlands campus services.
5. Updates member information in the Church Community Builder database.
6. Oversees the processes for scheduling and preparing baptismal information.
7. Communicates with baptism, funeral and wedding families to ensure church details are covered.
8. Oversees the process for prayer requests and communicates needs to the appropriate person(s).
9. Prepares materials for monthly Church Council meetings and other events.
10. In cooperation with the Assistant Financial Secretary, coordinates with volunteers to collate larger church mailings, then prepares USPS mailing forms.
11. Orders materials/supplies based on requests from church staff.
12. Serves as an integral member of the staff and attends relevant meetings as necessary.
13. Scheduling volunteers to cover the reception desk during weekly staff meetings or other partial day absences.
14. Schedules other staff members to cover the reception desk duties during scheduled vacation days.

**Job Requirements:**

* 1. Post-secondary coursework or prior experience in administrative functions, office management, customer service or related fields.
  2. Outstanding customer service and communication skills.
  3. Knowledge of business English, grammar, spelling and punctuation.
  4. Demonstrated comfort level with computers, data-base maintenance, and applications of Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, Publisher.
  5. Knowledge of office practices, office machines and equipment.
  6. Excellent organizational skills and attention to details.
  7. Ability to work with multiple details and meet deadlines in a fast paced environment with frequent interruptions.
  8. Requires the ability to lift and move office supplies, such as a case of copy paper.
  9. In short-handed situations, must be willing to pitch-in to do other tasks as needed.