Administrative Assistant #2

Description

Community of Grace Lutheran Church is called by the Holy Spirit to be a community that reflects the heart of our heavenly Father; is grounded in Christ-centered, Biblical teaching; practices our core values; and pursues our mission to be and make disciples of Jesus.

The Administrative Assistant is responsible to manage the front desk functions and assist in the administrative functions of our congregation.

The ideal candidate is a genuinely friendly person who is also very organized, good at time management, an effective communicator, and a valuable team member who demonstrates a meaningful personal relationship with Jesus Christ.

Key Roles & Responsibilities
- Answer the phone and transfer to the appropriate department or person. Maintain the voicemail system.
- Update and maintain the church's master calendar, including scheduling events and auditing for conflicts.
- Provide administrative support to pastors and program staff.
- Maintain a clean and efficient front desk.
- Order supplies for office equipment, communion, and baptism needs.
- Support the registration process for programs (e.g. Sunday School, VBS).
- Process intake for funerals and weddings; assist with logistics.
- Provide assistance to our partners (Magnuson, LADC, Master's Institute) in the building.
- Train and inform volunteer receptionists. Maintain volunteer schedule.
- Assist with social media engagement.
- Miscellaneous duties as assigned by supervisor.

Position Structure
- Part-time hourly position (20 hours/week, afternoons Monday – Thursday).
- Serve as part of a broader team effort to serve our multigenerational church family.

Qualifications
- A minimum of 2 years of experience as an administrative assistant.
- Working knowledge of Microsoft Word, Microsoft Excel, Google Docs, and Google Calendar.
- Ability to collect funds for events/activities and balance appropriately.
- Adept at technology and willingness to learn.
- Ability to represent Community of Grace in a positive, warm, and grace-filled manner.
- Excellent verbal and written communication skills.
- Proven ability to be a team player.
- Familiarity with Church Community Builder (CCB) software is desirable.