

EXECUTIVE ADMINISTRATIVE ASSISTANT

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 Executive 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 and trustworthy 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 with everyone they meet.

Key Roles & Responsibilities

- Maintain the Senior Pastor's calendar and appointments in a trustworthy and confidential manner.
- Update and maintain the church's master calendar.
- Provide administrative support to pastors and program staff.
- Copywriting for newsletter and social media engagement.
- Update website events and the church app.
- Proofread various communications.
- Be the primary contact with key digital platforms and IT assistance partners.
- Coordinate mass mailings and communications including letters, postcards, and newsletters.
- Answer the phone and transfer to the appropriate department or person.
- 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, Vacation Bible School).
- Process intake for funerals; assist with logistics.
- Assist our partners (Magnuson Christian School, Lake Area Discovery Center, The Master's Institute).
- Train, inform, and schedule volunteer receptionists.
- Ability to work independently and in a team, using sound judgment.
- Miscellaneous duties as assigned by supervisor.

Position Structure

- Full-time hourly position with full benefits (40 hours/week, 8:30-5 p.m. Monday – Friday; may work remotely on Fridays).
- 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.
- Familiarity with church management software (e.g., Planning Center, Church Community Builder, and Pushpay).
- Working knowledge of Microsoft Word, Microsoft Excel, Google Docs, and Google Calendar.
- 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.
- Ability to collect funds for events/activities and balance appropriately.
- Proven ability to be a team player.

Preferred Qualifications

- Working knowledge of InDesign, Adobe Photoshop, and Microsoft Publisher.