



JOB DESCRIPTION

Administrative Assistant

Wage Type: **Part Time (20 hours)**

FSLA Exemption: **Non-Exempt**

Responsibilities

The Administrative Assistant (AA) will be responsible for handling requests from the Pastors and Department Directors. The AA will organize and schedule appointments and meetings with leaders, volunteers or committees and may be asked to take detailed minutes in those meetings. The AA will assist in daily office needs as well as managing general administrative activities. The AA is a positive and caring reflection of the Church and therefore will be required to perform the functions of the job in the most timely, accurate, cost effective and ethical manner possible. *The Administrative Assistant must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The Administrative Assistant must lead by example; maintain high core values and CLC Mission.*

Supervisor: Office Coordinator

- I. Contribute to development and implementation of Standard Operating Procedures for the Office.
- II. Special projects as needed.
- III. Operate with an Outward Mindset

Recipients: Pastors and Department Directors

- I. Coordinate worship volunteers using Ministry Scheduler Pro for Sanctuary Worship and 211 Sumner.
- II. Utilize Planning Center to organize worship services for Sanctuary Worship and 211 Sumner.
- III. Prepare ProPresenter playlist for Sanctuary Worship and 211 Sumner.
- IV. Attend weekly production meetings for Sanctuary Worship and 211 Sumner.
- V. Maintain and purchase supplies for Sanctuary Worship and 211 Sumner.
- VI. Coordinate and support special events and projects.
- VII. Track attendance for Sanctuary Worship and 211 Sumner.
- VIII. Data entry and maintenance of FellowshipOne database according to established standards for financial and demographic information.

Coworkers: Front Desk Administrative Assistant, 211 Yankee Hill Administrative Assistant

- I. Assist with answering phones and assisting walk in visitors.
- II. Coordinate office schedule to ensure coverage at all times.
- III. Partner to successfully support all activities and events at Christ Lincoln.

Direct Reports: N/A

Competencies

The Administrative Assistant shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. The ability to read, write, and comprehend the English language.
- II. Excellent verbal and written communication skills.
- III. Strong organizational skills with attention to detail.
- IV. Ability to multitask and prioritize daily workload.
- V. Experience with ProPresenter desired but not required.
- VI. Proficient in MS Office specifically Excel and Google Suite.
- VII. Working knowledge of office equipment, like computers, printers and postage meters.
- VIII. Ability to take the initiative and be a self-starter.
- IX. Experience with Accounts Payable helpful but not required.

Abilities

The Administrative Assistant should exemplify these skills: organization and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. A strong sense of discretion and confidentiality is required. Additional knowledge and experience working with ProPresenter will also be beneficial to this position.

Qualifications

High School Degree required with additional qualification as an Administrative Assistant or Secretary will be a plus. Proficiency in MS applications and Google Suite is required. Must be able to work consistently between the hours of 8 AM - 4 PM, Monday through Friday. Christ Lincoln membership is preferred and may be asked to complete "The Basics" course.

Equal Opportunity Commitment/Americans with Disabilities Act

The Organization is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

The Organization will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is the Organization's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Organization's Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CLC retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on periodically. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the [position title] may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CLC and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lutheran Church and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date