



christ lincoln
A LUTHERAN MINISTRY

Administrative Assistant

Department: **Operations**

Wage Type: **Full Time**

FLSA Exemption: **Non-Exempt**

Responsibilities

The basic function of the Administrative Assistant (AA) is to provide clerical and customer service support to the Pastoral Team, congregational members and Department Directors as directed by the Office Coordinator (OC). The AA is responsible for all Sanctuary Worship scheduling and supplies, 211 Sumner Worship supplies and various Ministry's administrative tasks. The individual will be required to perform the functions of the job in the most timely, accurate, cost effective, and ethical manner possible. The AA is a positive and caring reflection to the Church. *The AA must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The AA must lead by example; maintain high core values and CL Mission.*

Supervisor: Office Coordinator

- I. Special projects as needed
- II. Backup for monthly reporting as needed and assigned.
- III. Take initiative on miscellaneous tasks and the opportunity to improve the overall appearance of office space.
- IV. Operate with an Outward Mindset

Recipients: Sanctuary Campus Pastor, 211 Sumner Campus Pastor, Executive Director of Worship Arts

- I. Manage calendars for the Sanctuary Campus Pastor and 211 Sumner Campus Pastor
- II. Make travel arrangements and assist with weekly administrative tasks for the Sanctuary Campus Pastor and 211 Sumner Campus Pastor.
- III. Track and update attendance and sermon history in Fellowship One and other internal databases.
- IV. Inventory and purchase supplies for Sanctuary and 211 Sumner (Communion Supplies, Easter Lilies, Poinsettias, Palm Fronds, Ashes, Candlelight candles, etc.).
- V. Oversee weekly Sanctuary Worship slides to include design, editing using ProPresenter and updates to Planning Center.
- VI. Assist with the administrative needs of the Christian Readers Group.
- VII. Perform weekly updates of the Sanctuary and 211 Sermon Preview as needed on the website.
- VIII. Accounts Payable (Sanctuary, 211 Sumner, AIM, Worship Arts and Caregiving & Outreach).
- IX. Coordinate and support special events ie. Prepare & Enrich and Basics classes as well as Special Services.
- X. Cleaning and maintenance of Sanctuary Sacristy, Communion Assistant Robes and storage areas as well as the 211 Sacristy.
- XI. Partner with the Executive Director of Worship Arts on organization and upkeep of balcony closets.

Coworkers: Front Desk AA, 211 YHAA, Welcome Ministry Coordinator

- I. Responsible for answering phones, greeting visitors and assisting anyone who walks in.
- II. Support a clean work environment in the church office and campus.
- III. Collaborate with the Front Desk AA to schedule and prepare for all baptisms and funerals as needed.
- IV. Monitor equipment performance and contact vendors for maintenance.
- V. Oversee quarterly volunteer scheduling and update weekly to ensure worship needs are met.

Direct Reports: Sanctuary & 211 Sumner Volunteers

- I. Assign projects as needed.
- II. Serve as primary contact for volunteers to include recruiting, training and scheduling (Communion Assistants, Lay Readers and Worship Assistants).
- III. Provide supplies to support the various roles of volunteers.
- IV. Track Paraments and banners for Sanctuary Worship and coordinate their placement and removal.
- V. Communicate implementation plans and changes timely and effectively.
- VI. Point of contact for all special service coordination and onsite support.

Competencies

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

- I. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way.
- II. Demonstrated capability to take the initiative and be a self-starter.
- III. Demonstrated ability to assume responsibility for all actions and follow through to ensure tasks and assignments are complete.
- IV. The ability to read, write, and comprehend the English language with excellent verbal and written communication skills.
- V. Troubleshooting skills to process breakdowns to create and implement solutions.
- VI. Strong organizational skills with attention to detail and ability to multitask and prioritize daily workload.
- VII. The relationship skills to effectively present information & respond to questions from groups of managers, customers, and the public.
- VIII. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- IX. Analytical skills to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- X. Capacity to endure persistent standing, sitting and walking and regular lifting of supplies and materials that weigh up to 20 pounds.

Abilities

The AA 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. Willingness to manage multiple tasks at once and adhere to guidelines, budgets and deadlines is required. You are also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to the Director of Staff Engagement.

Qualifications

One year of experience as an administrative assistant required. Proficiency in MS applications and Google Suite required. Must be able to work consistently between the hours of 8 AM - 4 PM, Mondays through Fridays with potential of evenings and weekends as events require. Routine attendance at 211 Sumner and Sanctuary Worship services is required. Membership to Christ Lincoln is encouraged but not required; however involvement in specific church activities and sponsored events may be required as directed by the Office Coordinator.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln 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.

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