

Shepherd of the Hills Lutheran Church

Administrative Assistant Job Description

To Know Christ and Make Him Known

Position Description: The Administrative Assistant provides administrative support to ensure the efficient and effect operations of the day-to-day activities at Shepherd of the Hills, upholding the mission and vision of SOTH. This is a part-time position requiring 25 hours per week with a minimum of 20 hours per week on the SOTH campus.

Responsibilities: The Administrative Assistant shall be responsible for:

- Serve as the receptionist for the church office; responsible for answering phones, directing calls, and taking messages, as necessary. Be welcoming to members and visitors.
- Complete Worship Bulletins (Order of Service) and Pro Presenter presentations for weekly worship and special events.
- Create weekly What's Happening bulletins and newsletter.
- Assists with the coordination paperwork for classes, e.g. New Member Class, Christ Connect.
- Coordinates the addition of Sunday sermon's, bible studies, to SOTH website and Facebook.
- Maintain office equipment and supplies and keep them in good working order.
- Maintain church calendar, including the scheduling of outside events utilizing the church facility.
- Assist in the creation and maintain church communications, including newspaper, email blast, Facebook, website, ProPresenter, etc. Must be comfortable working with technology and learning new programs.
- Serving as a resource and support to the Senior Pastor and staff.
- Provide support for staff, Council, Action Team Leaders, and other congregational members as needed.
- Maintain an orderly and clean office and filing system.
- Oversee those day-to-day duties required of administrative support, completing all tasks in a timely manner while maintaining quality work.
- Maintain mutual respect, accountability, and confidentiality within the staff and church.
- Attend and participate in regular staff meetings.
- Work collaboratively with the rest of the staff to accomplish the overall mission of the church and the responsibilities of this position. Be a team player.
- Other duties or tasks as assigned.