

Job Description

Fredsville Evangelical Lutheran Church

Mission Statement: “Fredsville Lutheran Church is a caring Christian community welcoming all people to celebrate God’s love and grace through worship and service.”

Job Title: Administrative Assistant

Reports to: Pastor

Position: Part-time (25-32 hours per week)
Office hours 9:00 am-1:00 pm

Job Summary: The Administrative Assistant oversees the work of the church office and on occasion may supervise the work of volunteers assisting in the church office. The Administrative Assistant oversees much of the communication of the church through correspondence, newsletter, and electronic tools. The Administrative Assistant acts as the receptionist for the church. The Administrative Assistant supports the ministry of the church by acting as a personal secretary to the Pastor and assisting other staff, members, and visitors when appropriate.

Position Qualifications:

1. High School Graduate. Clerical training and/or clerical office experience preferred.
2. Proficient in computer operations and basic business office machines.
3. Ability to communicate with the public, staff, and members in a courteous and professional manner.
4. Good English communication skills, written and spoken.
5. The ability to manage multiple tasks at once.
6. Work and manage time independently.
7. Adhere to the confidential nature of records and information where confidentiality is required.
8. Have excellent organizational skills.
9. Proficient in social media

Essential Responsibilities:

1. Communications Coordination

- A. Serve as a first person of contact for persons coming to the church during weekday business hours.
- B. Screening and routing all incoming calls.
- C. Support and assist Pastor and committee chairs, and officers.
- D. Organize and maintain the church calendar.
- E. Maintain web page, newsletters, annual reports, etc. as needed

- F. Good understanding of bulk mail specifications and first class restrictions.
- G. Order office and church supplies.
- H. Other duties as assigned.

2. Church Records Coordination

- A. Prepare documents as assigned (for example: baptism, confirmation certificates, funeral bulletins...)
- B. Maintain the Fredsville Lutheran Church membership list. Update records of baptisms, confirmations, marriages, and deaths.
- C. Maintain prospective member information and communicate this information to pastor.
- D. Prepare annual reports.

3. Clerical Responsibilities

- A. Prepare all weekly and special bulletins, newsletters, and reports. Update weekly announcements in bulletin, web page, and on social media.

Job Ad

Administrative Assistant

Fredsville Lutheran Church

Part-Time (25-32 Hours per week)

Job Summary: This position oversees the work of the church office and on occasion may supervise the work of volunteers who assist in the church office. Duties include overseeing church communication, receptionist, personal secretary to the Pastor, assisting other staff, members, and visitors.

Position Qualifications:

High School Graduate. Clerical training and/or clerical office experience preferred.

Proficient in computer operations and basic business office machines.

Ability to communicate with the public, staff, and members in a courteous and professional manner.

Application: Please send resume and cover letter to Fredsville Lutheran Church 32756 150th Street Cedar Falls, IA 50613 or email cover letter and resume to pastorlisadietrich@gmail.com. For full Job Description see www.fredsvillemethodist.org