



Administrative Assistant

STATUS: Full-Time, Non-Exempt
SALARY: Based on Experience
REPORTS TO: Executive Director

Purpose of Position

To support the ministry of the church and school by providing administrative, clerical, communication, and reception assistance in a Christ-centered, organized, and welcoming manner.

Position Summary

The Administrative Assistant for Timothy Lutheran Church and School serve as a primary point of contact for members, guests, school families, staff, and volunteers. This position supports the pastors, church staff, and ministry leaders through office administration, communication, recordkeeping, calendar coordination, and preparation of ministry materials.

Primary Duties and Responsibilities

Reception and Communication

- Answer incoming phone calls, respond to routine questions, take accurate messages, and direct calls appropriately.
- Welcome and assist members, school families and guests in a warm and helpful manner.
- Receive, sort, and distribute incoming mail.
- Prepare and process outgoing mail.

Administrative Support

- Provide clerical and secretarial support for pastors and staff.
- Schedule appointments and assist with correspondence as needed.
- Take notes or minutes for meetings as assigned.
- Attend staff meetings as requested.

Worship and Ministry Support

- Prepare the weekly worship bulletin and related materials.
- Assist in preparing certificates, forms, and related documents for special ministry occasions.
- Type sermons or other pastoral materials as requested.

Calendar and Office Coordination

- Maintain the Shelby calendar.
- Coordinate building use and scheduling with staff and ministry leaders.
- Maintain office equipment and workroom organization.
- Monitor and order office supplies as needed. (Approval from Executive Director)

Volunteer and General Office Support

- Provide clerical assistance to staff, committees, and volunteers as needed.
- Help coordinate office volunteers when assigned.
- Support general office workflow and assist with special projects.
- Perform other duties as assigned by the supervisor.

Qualifications and Desired Skills

- Supportive of the mission and ministry of the church and school.
- Able to maintain confidentiality and exercise discretion.
- Strong interpersonal and communication skills.
- Welcoming, courteous, and service-oriented.
- Organized, dependable, and attentive to detail.
- Able to manage multiple tasks and meet deadlines.
- Proficient in general office practices, including typing, proofreading, and use of office equipment and computer software.
- Able to work cooperatively with pastors, staff, volunteers, and congregation members.
- Proficient in Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in Canva for creating professional presentations, marketing materials, and social media graphics

Work Schedule

Hours and schedule to be determined by the needs of the church and school.

Evaluation

Performance will be reviewed by the Executive Director. Evaluations will be conducted after the first six months of employment and annually thereafter.