

GOOD SHEPHERD LUTHERAN CHURCH

JOB DESCRIPTION

- TITLE:** Administrative Secretary
- REPORTS TO:** Pastor, President of Council and the Personnel Committee
- STATUS:** Part-time, hourly position with a minimum of 20 hours per week (10am-2pm)
- SALARY:** Competitive and commensurate with experience
- CONTACT:** Please send resumes to:
qjmgslc@gmail.com
- SUMMARY:** Provide secretarial support to Pastor, Council, Preschool and congregation as needed.

JOB RESPONSIBILITIES:

- Provide administrative support to the Pastor, Council and congregation of the Good Shepherd Lutheran Church to ensure smooth operations of the church office.
- Screen, direct and respond to incoming telephone calls and inquiries in a polite and professional manner, ensuring timely and accurate information is relayed and caller's needs are met.

- Act as the central communication hub for all congregational information coming in and going out, including outreach to local newspapers as directed.
- Prepare a wide variety of materials such as the weekly and special bulletins, the newsletter, financial reports, church certificates and record of membership according to established procedures.
- Coordinate the scheduling of greeters, ushers, tellers and nursery assistants on a regular basis and send weekly email reminders to all worship volunteers.
- Maintain memorial gift register and mail acknowledgments.
- Create and maintain a church membership database and create and develop reports as requested.
- Order Altar flowers and other flowers for special occasions and track giving members.
- Set up and maintain file documents.
- Prepare preliminary office budget and maintain record of Petty Cash funds.
- Record weekly offering, update giving records monthly and prepare and send pledge cards.
- Assist the Preschool Director with billing and correspondence as needed.

POSITION REQUIREMENTS:

- At least three years of progressively responsible secretarial experience
- Exceptional Customer Service skills
- Attention to detail
- Above average organizational skills
- Above average computer skills
- Excellent written and verbal communication skills
- Initiative and the ability to work independently
- Ability to solve problems
- Highest degree of integrity and confidentiality