**CHURCH ADMINISTRATIVE ASSISTANT**

**Salary**

$20 - $26 an hour

**Job Type**

Part-time – 24 Hours/week

Hybrid w/Flexible Hours

**Qualifications**

* Bachelor’s degree
* 5+ years Administrative / Customer Service experience (Required)
* Proficiency in Microsoft Office, including Word, Excel, Outlook, Publisher, and Adobe
* Willingness to learn Tithely Church Management and other applications
* Knowledge of basic banking and bookkeeping practices.
* Proficiency of spelling, grammar and punctuation for writing and proofreading.
* Ability to schedule and supervise volunteers.
* Excellent organizational skills with ability to prioritize and be flexible.
* Excellent interpersonal communication skills.
* Ability to maintain confidentiality and sign a confidentiality statement
* Access to independent transportation for errands, etc.
* Must be vaccinated – willing to follow CDC guidelines for masking

**Full Job Description**

Welcoming all people and affirming diversity, Spirit of Joy (SOJ) is a progressive Christian Congregation of the Evangelical Lutheran Church in America – ELCA, whose mission is communicating the gospel of Jesus Christ to the world while empowering people to effectively love and serve others through community service, inclusivity, and social justice. As an Administrative Assistant, you will be an important part of a ministry team and make a difference in the world.

The Administrative Assistant role includes support functions necessary for the daily operation of the parish including hospitality, coordinating volunteers, managing data, keeping records, and facilitating communication both internally and externally.

The ideal candidate will have a passion for the ministry of the church and have a clear understanding that they are an integral share of the mission and success of SOJ. They will also have a proven history of exemplary hospitality, a friendly outgoing personality, be caring, creative and have excellent written and oral communication skills. It is essential that the candidate be highly organized, comfortable with change, creative, be able to multi-task, be a critical thinker to problem solve effectively and efficiently. Being able to work both independently and collaboratively with the staff, volunteers and community partners is required.

**Duties/Position Description**

**General Administration**

* Be an ambassador who is friendly, caring and highly motivated to help others
* Manage phones, e-mails, mail, and inquiries disseminating information to ministry leaders
* Manage apps / accounts used to support day to day functions
* Pickup mail and packages from the Post Office twice weekly
* Edit, format, and print weekly worship bulletins and materials
* Maintain parish records and filing systems and produce reports as needed
* Produce weekly “Constant Contact” e-blast
* Attend weekly staff meetings in-person or via zoom
* Work collaboratively with all ministries in the parish as needed
* All other duties as assigned by the Pastor

**Financial Administration**

* Maintain contribution records using Church software (must be willing to learn Tithely)
* Upload daily / weekly check requests
* Make a weekly electronic bank deposit as needed
* Generate and mail quarterly statements to pledgers and financial contributors
* Mail annual pledge statements and envelopes to non-resident pledgers.

**Coordination and Supervision of Volunteers**

* Schedule and coordinate volunteers for Sunday worship and fellowship events
* Provide support for different ministries as needed
* Coordinate volunteers

**Communication and Database Maintenance**

* Update and maintain databases and produce reports
* Work collaboratively with other staff to manage and update Website, YouTube and social media platforms updating weekly with programing and special event listings
* Work with and coordinate outside vendors who support our ministry
* Prepare and send weekly Constant Contact mailings

**Hours, Compensation and Benefits**

**Hours:**

* Part Time, 24 hours/week, Monday - Thursday 9am-3pm with some flexibility in hours
* Hybrid work model – up to 50%
* *Occasional* flex time required for weekends or evenings.

**Compensation:**based on experience

**Employee Benefits:** Flexible hours, Hybrid work model, Federal Holidays and 10 days paid vacation, Bi-Monthly Payroll, Paid sick leave