

**Grace Lutheran Church
Phoenix, Arizona
Administrative Assistant
Job Description**

Supervisor: Pastor

Work Space: Grace Office

FLSA Status: Nonexempt

Hours: Monday, Tuesday, Thursday, 9:00 am-2:00 pm, Wednesday, 8:30 am-1:30 pm, 3rd Tuesday of April, July, and October, 6:30-8:00 pm

Mission Statement

By God's grace, we are in the city for good!

5 Biblical Guiding Principles

1. *Jesus is Lord!*
2. *Pray, seek, and follow God's will*
3. *Share the good news of Christ*
4. *Embrace God's challenge to love and serve others*
5. *All are welcome*

Job Summary

The administrative assistant provides office and clerical support to the pastor by ensuring efficient operation of the church office.

Essential Functions

- Edits correspondence and internal and external reports to ensure accuracy and timely delivery
- Assembles newsletter articles (Gracevine) written by others, adds relevant self-written announcements, and prepares the finished product for electronic distribution
- Prepares worship materials, including weekly bulletins, funeral bulletins, and wedding bulletins, from copy provided by pastor, organist, other worship leaders, Sundays & Seasons, and worship resources
- Updates GraceInTheCity web page and web inquiries
- Maintains the telephone answering system by updating greetings as needed and retrieving messages daily
- Schedules facility use, serves as contact for renters, and manages Grace calendar
- Promptly processes receipts and invoices as directed
- Oversees functioning of office equipment
- Greets visitors to the church office in an open and compassionate manner
- Assists office visitors with bus / lightrail passes
- Receives donations and opens for groups meeting during working hours
- Receives and processes incoming mail; prepares and sends outgoing mail
- Maintains files and records
- Recruits and supervises volunteers to assist with office tasks and weekday outreach as appropriate
- Maintains the electronic membership files in a current and accurate manner
- Orders office supplies while staying within mission plan

Other Responsibilities

- Ensures that materials are duplicated for Congregation, Council, and Ministry Team meetings
- Assembles prayer requests from designated sources and distributes at least weekly, but as often as needed as directed
- Proposes budget for mission plan lines falling under Administration in the mission plan

- Ensures the security of the property upon departure

Physical Requirements

- Walk up and down steps
- Occasionally help donors carry in donations

Core Competencies

- Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; comfortable and competent with Microsoft Word, Excel, Publisher, Facebook, and email
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent communication; admits mistakes; responds to situations with constancy and reliability; maintains confidentiality
- Interpersonal Skills: Works well with people; uses diplomacy and tact; is approachable; avoids triangulation
- Personal Resiliency: Can shift gears comfortably; can comfortably handle risk and uncertainty; is flexible; isn't upset when things are up in the air
- Self-Differentiation: Is emotionally mature; can maintain a non-anxious presence in the midst of turmoil
- Written Communication: Is able to write clearly and succinctly; employs correct grammar and punctuation; clearly delivers message in a tone appropriate to the context
- Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job such as skills related to the copier, computers, and phone system; understands which skills are lacking and seeks to develop those skills; has a basic understanding of Lutheran liturgy and the Bible

To Apply

Send your cover letter, resume, and at least two references to Pastor Sarah Stadler at

pastorsarah@graceinthecity.com. For questions, contact Pastor Sarah at the Grace office at 602-258-3787.