

COMO PARK LUTHERAN CHURCH
ADMINISTRATIVE ASSISTANT/COMMUNICATIONS ASSISTANT
36 Hours/Week

JOB DESCRIPTION

Purpose: All staff at Como Park Lutheran work to further the church's mission of "Reaching Out in Christ to a Changing World." Staff serve God by assisting and enabling the ministry of God's people through the life and outreach of congregation.

Spirit: Staff members support other staff in prayer and with regular encouragement. The congregation benefits by the consistent loyalty, enthusiasm energy and high spirits of the staff.

Position Summary: The Parish Administrator is the office manager, supervising other office workers and volunteers. The Parish Administrator is a clerical position, providing office services for members of the parish staff (and various other committees and boards), while creating and maintaining member and parish records. The Parish Administrator is a Receptionist position, presenting the first voice of welcome to those who visit or call. The Parish Administrator is responsible for the organization and presentation of the church office and material display areas.

Reports to: Senior Pastor, Personnel Committee

Supervises: Part-time office staff and volunteers

Administrative Assistant Needed Skills:

1. **Confidentiality**
2. Communication skills: Ability to communicate clearly; verbally and in writing, with patience, warmth and good humor
3. Computer skills for desktop publishing, membership database, calendars, and mailings
4. Use of printing, folding, and publication assembly machines
5. Familiarity with congregational events and organization
7. Ability to prioritize work and multi-task
8. Knowledge of standard office practices and techniques
9. Organizational skills
10. Ability to make the church office inviting, friendly and comfortable
11. File organization and maintenance
13. Inventory management, ordering and basic bookkeeping
14. Basic knowledge of USPS Bulk Mailings

Tasks to be performed:

1. Provide receptionist service for the parish office
 - A. Greet and meet visitors
 - B. Handle routine questions
 - C. Record and communicate clear and accurate messages

2. Provide general office functions:
 - A. Typing and layout of most publications
 - B. Administration of congregational records using church management software, maintaining paper and digital filing systems
3. Operate and maintain all office machines and service contracts
4. Coordinate printing, assembly and distribution of:
 - A. Correspondence
 - B. Funeral Bulletins
 - C. Agendas and minutes for Church Council and Committees
 - D. Other written materials for church groups
5. Keep office-supply inventories up to date
 - A. Maintain good vendor relationships and competitive pricing
 - B. Order needed supplies
 - C. Verify billing statements
6. Communicate information to appropriate person(s)
(i.e. hospitalizations, deaths, address changes, calendar dates, etc)
7. Arrange for and make use of volunteer help in performing such tasks as stuffing bulletins, mailings, etc.
8. Complete regular, on-going projects. On less routine projects, coordinate with pastor(s) and/or committee chairs the recruitment of volunteers or office help to complete the task
9. Maintain the church calendar and coordinate the scheduling of activities as well as facilities
10. Other tasks as assigned

Communication Assistant Needed Skills:

1. **Confidentiality**
2. Create, proof, print and USPS sort for Bulk Mail the monthly *Evangelist* Newsletter (example can be found at www.ComoParkLutheran.org)
3. Create, proof, print the weekly bulletin newsletter insert (example can be found at www.ComoParkLutheran.org)
4. Create, proof, email out the weekly E-Announcement newsletter emails created through Constant Contact
5. Website updating weekly or as needed, especially adding the weekly sermon, worship assistants, Wednesday Evening Meals menus
6. Social media updating
7. 7,000 Mailings: mailed three times per year: position must track down information, create mailing, have proofed, get to printer, etc.
8. Assist with weekly bulletins as needed
9. Other tasks as assigned

Evaluation:

Annually by the Senior Pastor and Representative(s) of the Personnel Committee

Revised July 2016