

Office Assistant position

Job Qualifications & Requirements:

- A friendly demeanor and professional appearance, treating all people as beloved children of God.
- Exceptional organizational and time management skills.
- Proficiency in Microsoft Suite, including Word, Excel and PowerPoint. Experience with Canva is a plus.
- Experience with (or willingness to learn) WordPress website editing.

Responsibilities of the Position:

Daily tasks:

Be present in the office to greet people and answer phones Monday-Friday from 9 am to 5 pm, excluding lunch hour. Flexibility is available if you would like to begin and end your day at earlier times.

Open mail and direct to appropriate person; Check emails and voicemail - respond or pass along messages as needed; print invoices from email.

Check calendar for activities - make sure necessary tasks are done (i.e. microphone in fellowship hall or other AV needs, tables, doors unlocked, lights on, coffee is made, etc.)

Weekly tasks:

Create and print Wednesday Bulletin and Announcements, by end of day Tuesday.

Create and print Sunday Bulletin and Announcements, by end of day Thursday.

Create Sunday and Wednesday PowerPoint presentations; transfer the PPT to the AV/Tech computer.

Website - add the Sunday bulletin and announcements to the website; make any other changes or updates that are needed.

Send Emails to Service Volunteers

CCLI music usage reporting (complying with copyright law)

Monthly tasks:

Create and print monthly newsletter, coordinate folding and mailing with volunteers.

Create monthly event and birthday calendars.

Prepare monthly committee and council meeting paperwork.

Quarterly tasks:

Usher Attendance Log - update the attendance log for the ushers to be able to track attendance at each service.

Church Body Report - using information from Shepherd's staff about members and financials, fill out the form sent by the Synod.

As needed tasks:

Confirmation Books - get information sheets and pictures from the faith formation director, create a new confirmation book based off last year's template.

Certificates: Baptism, 1st Communion, Confirmation - fill out and print off certificates as appropriate for each event

New Members/Transfer Requests - create new household for new members using the information in the form they filled out; print a report of the member's information to be sent to the new church for those wishing to be transferred

Ordering Supplies – mostly for the office but staff may have requests as well.

Worship Volunteers – coordinate lectors & altar care volunteers, (worship committee will assign other positions) and then send out the completed schedule to the volunteers; update the office door signs with the volunteer schedules

Compensation:

\$17 to \$22 per hour, depending on qualifications and experience. This position offers excellent health, vision and dental insurance, as well as a retirement benefit with a ten percent employer match.

The church has a parsonage (house) on our property. If you are interested, housing could possibly be included in your compensation with a reduced hourly rate. Benefits would still apply.

Vacation is earned at 5 days per year after 6 months of employment, increasing over years of service as indicated in our employee manual. Six sick days are earned after 3 months of employment.

Paid Holidays (11) include New Year's Day, Martin Luther King Jr. Day, President's Day, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and the day after Christmas.

A background check is required prior to employment for all people employed by the church.

Organizational structure:

The Office Assistant reports directly to the Pastor. They will work closely with other church staff and elected officers, including the Finance Assistant, Faith Formation Director, Youth Director, Treasurer, and Church Council President.

To Apply:

Candidates should contact Immanuel Lutheran Church by email at pastor@immanuelindee.com with a message expressing your interest, including a resume, as well as the names and contact information of two references.

About Immanuel Lutheran Church:

We currently offer two worship times - Sunday mornings at 9:00 am and Wednesday evenings at 6:15 pm. Additionally, we are a congregation of the Evangelical Lutheran Church in America (ELCA); you can learn more about our denomination at www.elca.org.