



# FAITH LUTHERAN CHURCH

Inclusive Grace. Contagious Love.

**JOB TITLE:** Office Support

**EFFECTIVE DATE:** September 15, 2016

**FLSA STATUS:** Non-exempt; required to provide timesheets

**POSITION REPORTS TO:** Church Administrator

**MINISTRY COMMITTEE SUPPORT:**

**OBJECTIVE:**

Primary role is to perform assigned office/administrative duties in accordance with established procedures and as directed by Church Administrator to ensure that programming, ministries and office functions for FELC are completed in timely and effective manner.

**HOURS:** 25 hrs. Flexible Part Time

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Receptionist to warmly welcome all visitors to the church office, answer all phone calls, general emails and inquires by members, community members and vendors. Check voice mails and general emails daily.
- Oversee data base of members and provides regular update to Church Administrator
- Develops calendar and maintains all meetings rooms – coordinate the needs of each meeting
- Oversees and maintains general office equipment and will coordinate all service contracts
- Orders general offices supplies including overseeing kitchen(s) needs & cleaning schedule
- Responsible for weekly bulletin printing and collating
- Provides all clerical and administrative functions to support Senior and Associate Pastor, Council and Executive Committee
- Oversees mail for internal use and member needs.
- Executes and maintains all members certificates including but not limited to Baptism, First Communion & Confirmation
- Willingness to take on special projects & assignments

**REQUIRED KNOWLEDGE, SKILLS & ABILITY:**

- Good communications skills in English, both written and verbal. Demonstrated ability to communicate effectively and efficiently, both orally and in writing to congregational members, staff, vendors and general public.
- Ability to multi-task and work well in a fast-paced environment.
- Positive, approachable attitude.

- Ability to establish and achieve priorities in daily responsibilities
- Practices strong work ethic
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency and professionalism
- Strong time management skills
- Demonstrated computer skills in Microsoft Office programs, Word and like software

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Sit for extended periods of time.
- To possess hand and arm (or equivalent) dexterity adequate to allow for use of keyboard, phones, calculator and all office equipment.
- To talk and hear with enough proficiency to allow for communicating with Congregational members, staff, Council and community members by phone or in person
- Minimal noise level

**QUALIFICATIONS:**

- Post-secondary and technical school
- Computer knowledge and skills are essential
- 5+ years of related work experience in administrative and/or customer service

*The examples given above are intended only as illustrations of various types of work performed and not necessarily all inclusive. This job description is subject to change as the needs of the Church and requirements of the position change. Faith Evangelical Lutheran Church reserves the right to change and/or edit any and all of the job duties as necessary.*

**NON-DISCRIMINATION POLICY:**

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.