

St. Paul's Evangelical Lutheran Church, Massillon OH

Job Description: Administrative Assistant

FLSA Category: Salaried, Exempt

The primary purpose of this position is to initiate, coordinate, and manage the multiple modes of communication at St. Paul's Lutheran Church, working in collaboration with church staff, leadership, and other members of the congregation.

Part-time position – 20 hours per week which includes in-office hours 9 a.m. to 1 p.m. Mon. - Fri.

Major Responsibilities:

1. Manage and maintain the use of various communication technologies: such as the church website, app, social media platforms, electronic sign, technology related to the livestream service, and church databases. (Weekly)
2. Maintain and keep up to date the church's database program (currently Community Church Builder). Information on this program includes: records of membership, baptism, confirmation, and deaths along with email addresses, phone numbers, calendars, room assignments, birthdays, anniversaries, etc. (Weekly)
3. Must have experience with Microsoft Office (Word, Excel, Outlook, Publisher, etc.)
4. Work with staff, committee chairs, and congregation members in the creation and distribution of all digital and printed media.
5. Organize and order supplies related to communications. (Monthly)
6. Coordinate and manage the preparation of advertising. (Monthly)
7. Organize and distribute incoming electronic and hardcopy mail. (Daily-5-10 minutes)
8. Answer the phone and assist in-person office visitors during office hours.
9. Order and coordinate memorial plants at Easter, Christmas, and Pentecost and flowers for special events such as confirmation. (Easter & Christmas flowers need special bulletins and order forms prepared. Approximately 2 hours)
10. Recommend maintenance or replacement of equipment related to communications. (As needed)
11. Have a willingness and aptitude to learn new technologies as well as make recommendations for new technological applications.
12. Work in a supportive/coordinating role with church leadership, other staff, and volunteers on all matters related to effective communication and information processing. This may include letting the appropriate church leader know if something a volunteer was responsible for completing has not been accomplished.
13. In carrying out all responsibilities, conduct oneself in ways reflective of the work of the Christian church, including professional and gracious behavior in all areas of organizational and interpersonal communications.
14. Must be willing to accept other related duties and responsibilities as assigned. (Example: create flyers for God's Kitchen Angels)

Reporting Relationship

Reports directly to the Pastor and indirectly to Church Council.