**Administrative Assistant Job Description & Posting**

Trinity Evangelical Lutheran Church

404 South Third Street

Columbus, Ohio 43215

(614)224-6818

[pastor@oldtrinity.com](mailto:pastor@oldtrinity.com)

**Trinity Evangelical Lutheran Church a congregation of the** [**Southern Ohio Synod**](http://www.southernohiosynod.org/) **of the** [**Evangelical Lutheran Church in America**](http://www.elca.org/)**.**

**Our Mission:** Sharing the word of God through worship and teaching, with love and service, in our congregation and our community

**Primary responsibility:** This position is responsible for overall office functions and helps to coordinate and support various ministries and events central to the life of the parish. The administrative assistant will often be the first point of contact for visitors and members and must provide a welcoming atmosphere so that the office functions efficiently, effectively and professionally.

**The immediate supervisor will be the Senior Pastor.**

**Position Duties include but are not limited to:**

* Maintain parish records, manuals, policies, mailing list(s) and congregational directory
* Coordinate office volunteers
* Open and distribute mail
* Maintain and order adequate office supplies
* Prepare correspondence and mailings
* Support and assist the pastor, other staff members and lay leaders
* Coordinate church master calendar for events such as weddings, funerals, building uses, tenants, and other similar events
* Welcoming visitors and taking phone calls, messages, and forwarding to appropriate contacts
* Produce and print church bulletins, worship material, and other church publications within specified deadlines
* Update the church website and social media platforms as needed
* Other duties as assigned

**Experience Requirements**

* Must have strong people skills
* Be able to multitask and prioritize work as needed
* Have one to three years clerical work experience or similar job duties
* Be proficient in the use of office publishing software and the internet
* Ability to manage and maintain office equipment and contact special providers when needed.

**Qualities**

* A sense of calling to this job as a ministry of the church.
* Exhibits appropriate discretion
* Ability to be diplomatic when issues arise
* Ability to keep information confidential
* Knowledge of or ability to learn church management software
* Communicate effectively and warmly through written communication, telephone, or in person with staff, church members and outside partners/vendors.

**Work Hours:**

20 hours per week. 8:30am to 12:30pm Monday through Friday.

Extra hours may be required during church holidays and religious seasons.

**Salary**

$12.00-15.00 per hour commensurate with experience.

**Benefits:**

5 paid time off (PTO) days

**Interested parties should send cover letter and resume to** [**pastor@oldtrinity.com**](mailto:pastor@oldtrinity.com) **no later than Friday November 22, 2019.**

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