



Zion Evangelical Lutheran Church

Zion Lutheran Church has an opening for an Administrative Assistant in the church office.

Job Description: The administrative assistant will work closely with the pastor and the congregation to fulfill the congregation's goals as it relates to the preparation for worship services and other church programs. The bulk of this work consists of routine preparation of written digital materials, congregational correspondence, and organizing volunteers to fulfill various duties. While some responsibilities have a set schedule, this position is fluid and adapts to current needs/demands.

Qualifications include:

- Able to maintain a hospitable and cheerful atmosphere in the church office
- Maintain the confidentiality of the church office, pastors, and members
- Able to organize and support a group of volunteers who will assist in the church office
- Knowledge/interest in computer operations and software including word processing, publishing, photo editing, internet-based databases, and website maintenance
- Able to work with minimal supervision
- Basic secretarial skills: answering the phone and taking messages, communicating by email and other social media outlets, facilitating communication among members of Zion, and organization of both digital and print files
- Lutheran Church Missouri Synod background and knowledge desired
- Minimum education level: High School diploma
- Bilingual (English/Spanish): a plus, but not a requirement

Hours and Pay: Pay will start at \$16 per hour for a total of 19 hours per week. The current church office hours are 10:00-3:00 Tuesday-Thursday and 10:00-2:00 on Friday. These hours can be adjusted slightly but should remain fixed after starting. In addition, the administrative assistant will be paid to attend one church council meeting each month.

If you are interested in this position, send a resume to zionlutheransecretary@gmail.com by January 16, 2022. Interviews will be held during the week of January 17th. If selected, expect to begin work on January 25th.