

Administrative Assistant – St John’s Lutheran Church, Palm Desert, CA

Our growing church is interviewing candidates for a part-time (28 hrs. per week) Administrative Assistant position. This is a significant new role that will support our ministry and mission, “to know Christ and to make Christ known”. The position reports to the Pastor and Congregation Council and requires excellent communication skills; competence in computer, internet, and social media programs and applications; and the ability to effectively and enthusiastically interface with the Pastor, staff, ministries, the congregation, and guests. For a complete Job Description, see below:

Administrative Assistant – St John’s Lutheran Church, Job Description

1. Represent St. John’s

- perform the duties of this position in support of the mission and ministry of St. John’s
- work with the Pastor, Staff, and Council to facilitate the smooth operations of services, groups, projects, and events
- work with church and community members on issues regarding St. John’s that may arise
- offer a welcoming presence at all times
- maintain confidentiality, and consult with the Pastor regarding questions of whether or not a matter is confidential
- attend Council, Staff, and Congregational meetings, and other professional meetings as requested

2. Coordinate Communications

- continue to learn and utilize new communication technologies
- manage St. John’s website and other social media outlets, working with the Pastor and other appropriate Staff and Council members
- create and distribute weekly email blasts and other online communications as needed
- manage correspondence
- create and duplicate the weekly bulletins, information sheet, and other related materials, in both hard copy and visual projection formats (e.g., Word, PowerPoint, Google Slides)
- compile and distribute reports for the Annual Congregational Meeting, and other reports as requested
- maintain and distribute the church directory
- make copies of the weekly service CD’s as needed
- make photocopies as needed

3. Administer Office Operations

- maintain the church calendar, utilizing available online resources (e.g., Google Calendar)
- coordinate facility usage
- respond in a timely manner to phone calls and office visits
- maintain all software and back-up data for church computers

- insure proper computer (i.e., Church Windows) and hard copy file maintenance of member and visitor information, including voting members and the membership of official committees
- purchase as needed: office supplies; kitchen and facility supplies; additional supplies as authorized by various ministry group leaders
- maintain proper operation of the alarm system
- work with vendors to resolve maintenance issues as needed and authorized by the Pastor and/or Council
- be on call 24/7 for alarm company to contact in case of activations or emergency
- call in payroll and distribute paychecks
- recruit and train volunteer office assistants as needed

4. Perform other duties as requested by the Pastor and/or Council

How to Apply For the Position

Qualified candidates should email their resumes to Congregation Council Secretary, Dave Smith, at dave_0052993@yahoo.com.