

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number	1.20.68
Subject	Office Assistant
Effective Date	10/19/2011
Committee	Personnel

Organization/Church Employees/Office Assistant

Reports to Office Manager

Position Summary

The Administrative Associate, under the direction of the Office Manager, provides office support services for the staff, members of the parish, and various committees.

Principal Accountabilities

1. Greets visitors to the office and helps with their needs or directs them to the appropriate staff member for assistance.
2. Answers the telephone and directs calls to the appropriate member of the staff or responds with requested information.
3. Maintains building schedule to prevent room conflicts and informs staff of scheduling on a regular basis.
4. Schedules Worship Assistants through the use of computer program. Responsibilities include: keeping schedules updated and making necessary changes, working with volunteers who serve in each ministry, and promptly sending out relevant mailings.
5. Prepares and communicates schedules of other church activities (e.g. home communions).
6. Reminds church committee members about meeting dates and locations.
7. Prepares copies of committee minutes for monthly council meetings and church staff members. Ensures minutes are either mailed or sent electronically to committee members.
8. Prepares biographies of new members and council nominees.
9. Interacts with the many volunteers assisting with office tasks and provides appropriate information to them to perform their tasks.
10. Prepares bulletins, both routine and special (e.g. funeral).
11. Prepares and distributes *The Messenger* as scheduled.
12. Assists Office and Financial Manager, Pastor(s), and other designated staff in planning, coordinating, and implementing administrative services, projects, and events.
13. Answers requests that require a detailed knowledge of the parish policies, operating procedures, and/or practices.
14. Communicates information to staff members as needed to maintain continuity.
15. Attends and participates in staff meetings.
16. Performs other duties as assigned by Office and Financial Manager, Pastors, Minister of Music, or Youth Minister.
17. Maintains complete confidentiality on all matters.

Qualifications

1. Ability to communicate verbally and in writing.
2. Knowledge of standard office practices and techniques.
3. Computer skills necessary; experience with Microsoft products.
4. Ability to organize and prioritize work, to complete multiple tasks simultaneously, and to adapt to unexpected changes in priorities.
5. Ability to work effectively as a team member.
6. Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions.
7. Ability to relate to a variety of persons.
8. Ability to maintain confidentiality in all matters.