

**McFarland Lutheran Church**  
**Job Description: Administrative Assistant**

**General Description:** This position, under the direction of the Office Manager, performs various administrative support functions requiring understanding of appropriate business practices, understanding of the church vision, and confidentiality and sensitivity regarding requests and inquiries.

**Job Responsibilities:**

1. Provide administrative support for ministry staff, council and church boards and committees.
2. Create and publish final edit of newsletter, News You Can Use and bulletins, and other written communication as assigned. Create and publish electronic communication as assigned.
3. Act in a confidential capacity with regard to employee relations, church member relations and church activity.
4. Respond, investigate, and handle as appropriate inquiries from church members and church staff utilizing a high degree of sensitivity and knowledge of church practices.
5. Perform various administrative duties to include sending and receiving faxes, handling incoming mail and correspondence including emails to the general church email box, copying, coordinating mailings, ordering office supplies, and maintaining files and retrieval systems.
6. Manage MLC website, including the tasks of updating and creating web content.
7. Manage posts and other content for MLC on Facebook and other social media. Responsible for creation and development of content schedule.
8. Conduct professional telephone responses and direct phone messages to the appropriate destination. Record updates to answering service.
9. Compile, track and maintain accurate data and statistics for pastors and church staff including member sacrament records.
10. Coordinate workflow generated from multiple sources and gain additional resources as needed.
11. Respond quickly and be flexible to changes in projects, assignments and tasks and realign priorities as the need arises.
12. Ability to write checks and perform other back-up duties in the absence of Office Manager.
13. Coordinate daily work of the main office and custodians in the absence of the Office Manager.
14. Maintain office equipment.
15. Coordinate the church master calendar and room requests.
16. Schedule, coordinate and oversee weekly worship assistants.
17. Participate in weekly staff meetings and staff retreats.
18. Meet with the Senior Pastor as requested.

The above statements describe the general nature and level of work being performed in this position. They are not intended to be an exhaustive list of duties and additional responsibilities may be assigned.

Job Requirements:

Two to five years administrative support work experience to include the following

- ability to handle as appropriate inquiries from church members and church staff utilizing a high degree of sensitivity and knowledge of church practices, while maintaining confidentiality
- provide excellent internal/external customer services
- have knowledge and awareness of the flow of liturgy
- ability to clearly and effectively communicate via verbal and written communication
- organize multiple work assignments and prioritize work
- ability to work around numerous interruptions
- adept at using the Internet, email, and social media sites
- keyboarding skills of 40 WPM minimum
- broad knowledge of grammar, spelling, sentence structure and editing and competent math skills
- ability to use analytical thinking and problem solving skills on own initiative
- ability to work independently and as a team member when appropriate
- ability to handle office functions in absence of Office Manager and other office staff
- ability to use various computer software programs, including but not limited to, Microsoft Word, Excel, Publisher and Power Point; ability to learn and work with church membership software

Accountability:

This position is accountable to the Office Manager and through the pastor, accountable to the Church Council and Congregation. The individual in this position will be evaluated annually by the Office Manager and that evaluation will be reviewed by the Personnel Committee.

Revised and Approved by the MLC Personnel Committee: September 10, 2015