



**Mount Calvary Lutheran Church**

**Position Description**

<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Reports to:</b>	Director of Administration
<b>FSLA Status:</b>	Hourly, Non-Exempt
<b>Benefits Eligible:</b>	No
<b>Direct Reports:</b>	No
<b>Date:</b>	Revised 1/24

<b>Overview of Position:</b>	<p>The primary focus of this position will be to plan and maintain the day-to-day organization and coordination of the church office operations, procedures, and resources.</p> <p>HOURS: Flexible 15 hour work week including Wednesday evenings              HOURLY RATE: \$17.50/hour              LOCATION: Mount Calvary Lutheran Church, 3930 Rahn Road, Eagan, MN 55122</p>
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<b>RESPONSIBILITIES</b>	
<p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>● Handle all day-to-day operations of the office including phones, email, mailings, printing, visitors, and maintaining the physical presence and functionality of the office</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● Assist with communications alongside the Director of Communications (print, email, website, bulletin boards, etc.)</li> <li>● Assist with the preparation of printed materials</li> <li>● Assist with the design, preparation, and printing of weekly announcements (design, printing)</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>● Provide basic technology support for equipment</li> <li>● Assist in purchasing/leasing and maintenance of office equipment, computers, and furniture</li> </ul> <p><i>Continued</i></p>	

**Administration:**

- Attend special meetings and staff planning days
- Implement and maintain documentation of standard operating procedure (SOP) and policy changes to improve operational efficiency
- Maintain current physical and electronic office filing systems
- Ensure security and confidentiality of data

**Financial**

- Assist in coordinating financial reporting with the Director of Finance
- Assist in maintaining financial records alongside Director of Finance

**Outreach/Mission/Fellowship**

- Assist with the planning and coordinating of missions and fellowship projects (collections, events, etc.)

**Property and Facilities**

- Assist in providing vendors access to building (alongside maintenance technician)
- Assist in overseeing the use of the church by outside groups
- Assist in maintaining vendor and renter relationships

**Supervision**

- Supervise and coordinator volunteer positions within the office or where needed

**Other**

- Assist in envisioning and implementing new approaches, activities, and projects
- Other duties as assigned by Director of Administration

**QUALIFICATIONS AND SKILLS**

- 2-3 years of professional administrative or communications experience
- Detail-oriented, strong organizational skills, accurate record keeping
- Highly computer literate – MS Word, Excel, Outlook, PowerPoint, content management, and databases
- Experience or understanding of church congregations and organization preferred
- Strong planning, prioritizing, multitasking, and time management skills
- Ability to work well independently and in collaboration with others
- Creativity and innovation spirit
- Tolerance for experimentation and willingness to fail

**COMPENSATION AND BENEFITS**

- Compensation is commensurate with experience
- Earned Sick and Safe Time (ESST) (Established January 1, 2024 in Minnesota)
- Professional development opportunities provided