

Reports to: Executive Director and Senior Pastor

Effectiveness Indicators: **Faithfulness** in the performance of assigned tasks
Collaborative with teammates
Mission-focused
Integrity of faith, life and labor

Qualifications:

- College graduate, or equivalent work-related experience
- Excellent people skills required; tact, patience, diplomacy with general public, membership and staff
 - Ability to communicate with people comfortably and confidently
 - Ability to maturely handle confidential and discreet information
- Self-starter who can work independently with flexibility and good judgement, but also thrives in a team environment
- Computer software proficient; Microsoft Office products, ability to learn and master congregational database
- Demonstrated ability to be detail oriented and efficient, yet also creative and open minded to change within a fast paced ministry environment

Position Responsibilities:

- Provide administrative support to the Senior Pastor, including Mission Leader Institute and IELB initiatives
- On behalf of the Senior Pastor, email the Monday morning First Call devotion to identified recipients
- Provide administrative support to the Executive Director
- Manage the Facility Use Calendar and Event Logistics for Ministry Programs and Activities
 - Receive facility use and activities requests; approves, asks appropriate questions or redirects in compliance with established procedures
 - Inter-department communication and collaboration of event details
 - Coordinate with Facility Director and Facility support team
 - Serve as the Wedding Coordination liaison to families, pastors, wedding coordinators, and the Facility Director
 - Support pastors in coordination of wedding premarital counseling sessions
 - Collaborate with the Pastoral Care Ministry Assistant in support of funeral logistics serving as liaison to necessary parties, including pastors, Facility Director, Office Manager, Welcome Desk, and others as appropriate
 - Oversee established facility use calendar protocol for all staff
- Welcome Desk / Welcome Center
 - Scheduling and management of weekday receptionists, including lunch relief assignments, vacation and extended relief vacancies. Also responsible for Welcome Desk coverage on Sundays 8-11am recruiting and coordinating volunteers.
 - Oversee compliance of established weekday campus visitor registration and other communication procedures that originate at the Welcome Desk
 - Oversee coordination of ministry department promotions and displays in the Welcome Center for all staff, in compliance with established procedure compliance for all staff
- Membership Database Support
 - Oversee compliance of Shelby Systems Membership database established procedures
 - Maintain a functional knowledge of the membership software for optimal interpretation and utilization of data for report generation on behalf of the Executive Director
 - Monitor attendance gathering and posting for worship and program venues
 - Monitor membership files as per established procedures
 - Maintain functionality of the membership database system by acting as liaison to Shelby Systems
- Provide occasional communication and technical support to the Facility Director as it pertains to the position responsibilities of the Executive Assistant in a spirit of teamwork within the Central Administration department
- Other related duties as assigned

Compensation: Hourly - Full Time Non-Exempt with Benefits – Salary commensurate with experience

Work Week: Typical – weekdays Monday – Friday (8am – 4:30pm) with occasional weekend or evening hours
(Weekday schedule adjustable depending upon need for weekend or evening hours)

Conditions of Employment:

- Models a Biblical standard of personal conduct and lifestyle;
- Supports and adheres to the Mission, Vision, Values and Philosophy of Ministry of St. Paul Lutheran Church