

## **Parish Administrator**

Hiring Full-time Administrative Professional

Luther Memorial Church Syracuse, NE

We are looking for an individual who enjoys working with people within a vibrant worship community. If that describes you, check out our church website at [www.luthermemorialchurch.com](http://www.luthermemorialchurch.com) or call 402-269-2360 for an application.

### **Main Job Tasks and Responsibilities**

- Communicate verbally and in writing to answer inquiries and provide information
- prepare and manage correspondence, reports and documents
- organize and coordinate meetings, conferences, travel arrangements
- implement and maintain office systems
- maintain schedules and calendars
- arrange and confirm appointments
- Assist with internal and external events
- handle incoming emails, mail and other material
- set up and maintain document management systems
- maintain databases
- liaison with internal and external contacts
- coordinate the flow of information both internally and externally
- operate office equipment
- manage office supplies

### **Essential Skills**

- knowledge and experience of relevant software applications including Microsoft Office/Google Suite and database management
- knowledge of administrative and clerical procedures
- knowledge of business principles and general bookkeeping
- proficient in spelling, punctuation, grammar and other English language skills
- experience of producing correspondence and documents

### **Key Competencies**

- willingness to engage in faith community
- verbal and written communication skills
- attention to detail
- confidentiality
- planning and organizing
- time management
- interpersonal skills
- initiative
- reliability
- stress tolerance