

We are seeking a Full-time Administrative Assistant who is able to relate to other staff members on a collegial basis. Time management, the ability to multi-task, and maintaining confidentiality is essential in this position. This person should be resourceful, a good problem solver, organized, and willing to help wherever needed. Salary is dependent on experience and includes paid health, life, dental insurance, and an ELCA Retirement Plan.

Responsibilities include but are not limited to the following:

- Provide administrative/clerical support
- Answer phones and doors, greet visitors and respond to their needs when the receptionist is away
- Record address changes, new members, baptisms, marriages, and funerals on the computer, ledger sheets, and in record books
- Prepare Worship bulletins, copy, and distribute as necessary
- Run copies of the monthly newsletter
- Help with mailings/other duties as necessary
- Take Clinic phone calls, make appointments for clinic patients, answer general clinic questions, log volunteer hours, and provide clerical support for the clinic
- Cross train so as to be able to fill in when other Administrative Staff is out of the office or on vacation
- Attend staff meetings and staff retreats as scheduled and upon request, attend other meetings such as congregational meetings

The ideal candidate for this job must have:

- Prior administrative or office support experience
- Be proficient in Microsoft Office with expertise in Microsoft Word and Excel
- Excellent communication skills
- Organization skills and dedication to completing projects in a timely manner
- A lifestyle and personal conduct reflecting Christian values
- Sensitivity to members of the congregation so as to relate effectively with them in order to carry out the mission of the congregation to worship, grow and serve

If you like variety in your day, working with people, and have great administrative skills, we want to hear from you! Send your resume and a cover letter to Debbie Bogue, Office Manager, Kountze Memorial Lutheran Church, debbie@kmlchurch.org.