



Administrative Assistant St. Matthew Lutheran Church

The Office Administrator provides clerical support to the pastoral staff, department, and committee coordinators of church ministries and to the Congregational Council. The Office Administrator serves as the receptionist and coordinates the overall functions of the church office. The Office Administrator promotes a healthy spiritual and emotional atmosphere for the community through everyone they have contact with.

This position requires a high school diploma and experience with fluency in speaking, writing, and reading English. The position requires good organizational and problem-solving skills, self-initiative, flexibility, and the ability to adapt to multiple tasks. Experience in reviewing, proofing, sorting, and collating of information and documents for distribution is expected. This position may require working with limited supervision.

This position requires strong computer skills, including word processing, desktop publishing, PowerPoint, internet use and social media, as well as filing, a basic knowledge of bookkeeping, spreadsheets, and processing mail. Experience with Church Windows software for membership management is desired but will allow for training. This position requires confident personal and welcoming telephone skills. Experience working with copiers and folding machines is desired.

This job is 20 hours per week (4 hours per day, 5 days per week), with additional hours during holiday seasons, for funerals, and end-of-the-year reporting. Work hours will be set with the supervisor to reflect consistent weekly hours of operation.

Salary is commensurate with experience. (Approximately starting at \$17.25 - \$18.25 per hour, with incremental increases likely)

Full vaccination against the CoVid-19 virus is required for this position.

Please send your application to office@smlutheran.com.