

**IMMANUEL LUTHERAN CHURCH AND SCHOOL  
JOB DESCRIPTION**



**Administrative Assistant – Senior Pastor**

**Administrative Assistance – Director of Family Ministries**

**Nature and Scope**

Provide administrative support to the Senior Pastor and Director of Family Ministries. Provides administrative support for new member class and assimilation team. Responsible for ministry records maintenance. Provides clerical support to Board of Elders and Assimilation Team. Creates a welcoming environment to visitors, members and school families. Able to communicate clearly, concisely and with joy the programs and mission of Immanuel. Acts as a resource person in answering or directing ministry inquiries.

**Know How**

General knowledge of Immanuel's operating procedures.  
General skill in computer applications-data retrieval/input/storage/use, word processing, and other standard office equipment.  
Proficient interpersonal communication and telephone etiquette.

**Problem Solving**

Ability to handle various special projects on an ongoing basis while addressing daily needs of the office.  
Resolve problems following established procedures.  
Uses independent judgment in establishing priorities and applying procedures to manage and solve workload problems with minimal supervision.  
Acts in a liaison role to other church functions/individuals in coordinating a variety of ministry needs.  
Works under general supervision.

**Accountabilities**

This position receives guidance and supervision from the Senior Pastor and Director of Family Ministries.  
Responsible for quality, accuracy, timeliness and completion of all work assignments.

**Working Conditions**

Extremely light physical work.  
General office conditions.  
Minimum presence of hazards.

**Education and Experience**

High school diploma and 2-3 years experience in related office work involving desktop Publication, communication and presentation of various religious materials. Proficient Knowledge of Microsoft Office (Word, Publisher, & Excel) is required.