



POSITION DESCRIPTION: ADMINISTRATIVE ASSISTANT

1. **Title:** Administrative Assistant
2. **Supervisor:** Director of Administration
3. **Date:** 09/09/2026
4. **Scope:** 30 hours per week, nonexempt, starting hourly pay as defined at hiring with benefits as defined by First Lutheran Personnel Manual, 2026 ed. Posted hourly pay: \$24-28/hour
5. **Job Summary:** First Lutheran is a vibrant, diverse congregation in an even more vibrant and diverse neighborhood. We provide a welcoming and safe space that is shared by a wide range of groups within the congregation and community, including a charter school, several musical ensembles and children's programs. This position is responsible for managing communications and our website, supporting the work of the Director of Administration, overseeing volunteers, and maintaining some office files and supplies. It requires attention to detail, friendly interactions with others and the ability to complete work with minimal supervision.
6. **Position Responsibilities:**
 - A. Communications
 - a. Produce weekly bulletins and quarterly newsletter
 - b. Produce special service bulletins as needed (Holy Week, midweek, funerals, weddings)
 - c. Publish weekly notices to the congregation
 - d. Produce and/or polish other communications as requested (letters, signage, flyers, etc.)
 - e. Manage the website and, in cooperation with others, social media platforms
 - f. Assist with reports as needed by staff or ministry groups
 - g. Manage assigned email accounts, incoming calls, and disseminate any voicemail messages
 - h. Other duties as assigned
 - B. Support the Director of Administration
 - a. Manage all leasing & maintenance of office equipment
 - b. Manage office supply
 - c. Serve as primary manager of Shepherd Staff database, Constant Contact, the email system, key fobs, and alarm codes.
 - d. Assist with building management and event coordination: maintain accurate schedules, secure proof of insurance and deposits as needed, arrange for security, room set-ups and custodians as needed, provide building usage agreements and rental invoices

- e. Coordinate and train volunteers for weekday Welcome Desk shifts
Support Sunday volunteer base as needed, communicating with lectors, worship assistants, ushers, greeters, and Sunday bus drivers
- f. Assist with interviewing, training & onboarding FLC staff as needed
- g. Other duties as assigned

7. Competencies and Requirements

- a. Strong verbal and written communication skills
- b. Familiarity with or ability to learn computer software systems
- c. Familiarity with or ability to learn website management
- d. Demonstrated ability to follow directions and take responsibility for tasks
- e. Demonstrated ability to keep basic records
- f. Pass a required background check
- g. Completion of our Safe Church/Child Protection Compliance

To apply, please send resume to info@flcch.org.

You may call the church office at 763-788-9653 with questions.