

EMPLOYEE POSITION DESCRIPTION

Updated: February 2023

All Saints Lutheran Church

15649 North 7th Street - Phoenix, Arizona 85022

TITLE: ADMINISTRATIVE ASSISTANT

PURPOSE: The Administrative Assistant fulfills a ministry of welcome on behalf of God and the entire congregation of All Saints. The Administrative Assistant is the first contact with our congregation of those who enter our doors or call on the phone. This ministry of welcoming is extended through the scheduling of worship volunteers.

MINIMUM QUALIFICATIONS:

- Warm and welcoming presence over the phone and in person
- Ability to operate office phone system
- Knowledge of office equipment (or willing to learn): Photo copier, folding machine, printing machine, etc.
- Basic computer skills
- Work in a professional manner consistent with the values of the congregation and that contributes to a positive office experience
- Active and vibrant Christian faith

PREFERRED QUALIFICATIONS:

- Experience dealing with people in crisis or confusion
- Spanish as second language
- Experience in volunteer scheduling software
- Knowledge of our local community

DUTIES AND RESPONSIBILITIES: The following are essential functions of this position.

- Answer the phone and direct calls to others
- Welcome people who come to the church office and address their needs or direct them to the appropriate staff member's office
- Assist with printing and/or mailings for various personnel and groups
- Welcome people who come to All Saints in need of food or other assistance, as appropriate, and provide them with food from our pantry
- Schedule volunteers for worship services and follow up with reminders. Find substitutes for those who cancel
- Enter weekly attendance into membership data base
- Welcome and track new visitors to All Saints
- Enter new visitors into membership data base
- Prepare/mail-email new visitor letter
- Prepare weekly new visitors report for Care Team
- Perform other duties and responsibilities as may be required

WORKING HOURS: This is a Part-Time non-exempt position with normal working hours of 21-24 Hours Per Week. These hours may be modified depending on special events or circumstances.

IMMEDIATE SUPERVISOR(S): PARISH ADMINISTRATOR