

EMPLOYEE POSITION DESCRIPTION

July 2025 - Revised

All Saints Lutheran Church
15649 North 7th Street - Phoenix, Arizona 85022

TITLE: ADMINISTRATIVE ASSISTANT

PURPOSE: The Administrative Assistant assists the Parish Administrator by fulfilling 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:

- Experience with Microsoft programs, office phone systems, and navigating databases
- Warm and welcoming presence for members/visitors/staff/community over the phone and in person
- 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:

- Knowledge of office equipment: Photo copier, folding machine, printing machine, etc.
- 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.

- Assist Parish Administrator
- Answer the phone and direct calls to others
- Welcome people who come to the church office and address their needs or connect them with the appropriate staff member
- Assist with printing and/or mailings for various personnel and groups
- Oversight of church website and social media (Facebook, YouTube, Instagram)
- Welcome people who come to All Saints in need of food or other assistance, as appropriate, and provide them with food from our pantry
- Recruit, schedule and work with volunteers
- Enter weekly attendance into membership data base
- Welcome and track new visitors to All Saints
- Enter new visitors into membership database
- Prepare/distribute 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 21-26 Hours Per Week. These hours may be modified depending on special events or circumstances.

IMMEDIATE SUPERVISOR(S): PARISH ADMINISTRATOR