

Job Description for Administrative Assistant

Atonement Lutheran Church is looking for a part-time (25 hours/week) Administrative Assistant. We are a small but vibrant ELCA Congregation in a changing neighborhood. Currently we are staffed with a full-time Pastor and several part-time staff members, including a Director of Christian Education and Outreach, Music Director, audio-visual staff, and custodian, as well as several volunteers. This position reports to the Pastor.

Position Includes:

- Answering phones, greeting members, staff and visitors who come into the office with a friendly and professional manner.
 - Working with Staff, Office and Council Volunteers
- Preparing weekly bulletins, seasonal devotionals, posters, monthly newsletters, Annual Report, etc.
- Record-keeping, updating Servant Keeper for membership records
- Managing our Website
- Attend weekly staff meetings and support planning and decisions made by the Pastor

Applicant must have some familiarity of the following programs:

- Google products (Calendar, Docs, Drive, photos, etc.)
- Web Design (currently using Word Press)
- Microsoft Publisher, Word, Excel, and related packages

Desired Skills:

- Pleasant, friendly manner to receive phone calls and greet visitors
- Organized, task-oriented person; able to set up and maintain files and systems
- Willingness to learn new skills; flexibility in dealing with change in a team-oriented environment
- Strong interpersonal skills and ability to work with people, discreet to work with confidential information
- Strong written and verbal communication

Experience and Education:

- Two years' experience working in an administrative office position
- Post-secondary degree preferred

Please apply to:

Atonement Lutheran Church, Attn: Pastor Siri Strommen
601 E. 98th St, Bloomington, MN 55420
952-881-9244, ext.11 <http://atonement-bloomington.org/>