



St. John's Lutheran Church
Sharing God's Grace, Serving Through Love

Administrative Assistant, part-time

Posted October 2017

The Administrative Assistant assists in achieving the overall mission and vision of St. John's Lutheran Church. This position calls for a person who is striving to live as a faithful disciple of Jesus Christ, is committed to the mission of the congregation, and is a dedicated steward of his/her time, talents and resources. A positive attitude and a sincere care and concern for others are essential.

Job Description: This position consists of general clerical and secretarial work performed in a church office. This person reports to and works closely with the Program Assistant. This person assists the Pastor, Assisting Pastor, Program Assistant, and other leaders of St. John's with the ministry of the church.

Duties and Responsibilities:

- + Greets visitors in church office, assisting as needed or referring to the appropriate person or organization
- + Monitors email accounts and forwards emails to the appropriate person, committee or organization
- + Prepares and sends out emails to the congregation, council, and table coordinators as needed or requested
- + Maintains online, electronic, and written member data and Google calendar
- + Proofreads congregation communications and makes corrections as appropriate
- + Sorts mail
- + Maintains office supply inventory, makes purchases as needed, and keeps accurate records for payment
- + Collects receipts and reviews charge accounts of staff for payment
- + Maintains information on community agencies for referral purposes
- + Works closely with the Program Assistant to complete other tasks as needed or as assigned
- + Attends monthly congregation leadership meetings which fall outside of regular business hours

Preferred Knowledge, Skills and Abilities:

- + Strong communication skills, both verbal and written
- + Ability to work effectively with ministry partners
- + Ability to work independently, as well as in a group setting
- + Has a good knowledge of and is proficient in the use of computers, specifically Microsoft Office
- + Education and/or experience relevant to the duties and responsibilities of the position

Schedule and Compensation:

- + Salaried position, requiring 24 hours per week, Monday through Thursday. Potential salary range \$17,500-19,500 yearly, depending upon education and experience.

How to Apply:

Interested persons should submit a resume to the church office by mail, email, or personal delivery. Include contact information for several character and professional references. Applications due by October 31. Interviews will begin in November.

Mail to: St. John's Lutheran Church
Attn: Staff Support Team
157 Lady's Island Drive
Beaufort, SC 29907

Email to: info@stjohnsbeaufort.org
subject line - Staff Support Team

www.StJohnsBeaufort.org