



Administrative Assistant

Prince of Peace Lutheran Church

Job Description

Reports to: Senior Pastor

Status: Full Time, hourly, non-exempt position averaging 35 hours per week at \$17.95/hour.

Effective: 8/17/2026

Job Summary: Oversee the front office, provide administrative and clerical support, and supervise custodial staff at Prince of Peace Lutheran Church.

Essential Functions:

- **Communication and Public Relations**
 - Prepare weekly worship folders, weekly Peace Proclamations, and monthly newsletter accurately and distribute in a timely fashion.
 - Regularly update the church calendar, monthly newsletter, and weekly Peace Proclamations to the website.
 - Coordinate with the Technology Manager to ensure the church website has current, accurate content that is both visually appealing and easy for visitors and members to navigate.
 - Welcome visitors, respond to phone calls, voicemail, check mail and e-mail messages.
 - Ensure all staff and organizational voicemail greetings are accurate and current.
- **Program and Operational Management**
 - Provide administrative and clerical support for church programs as needed, including communication with external agencies, vendors, and those we support.
 - Assist staff as needed with programming and operational needs, including ordering supplies, assisting with inventory if needed, etc.
- **Facility Management**
 - Coordinate the church and facility calendar for all events and outside groups
 - Supervise the church's Custodial Staff including communicating and coordinating schedule and task lists based on calendar of events and other needs.
 - Maintain office manual and business contact information (including company name, contact person, phone, email, account info).
 - Maintain and order all office supplies; order/purchase other supplies as requested (kitchen, worship, custodial, education, etc.).
 - Maintain all office machines in good working condition.
 - Follow established procedures for securing and closing the building as established by Church Council.
- **Membership Database Administration and Coordination**
 - Oversee the structure and integrity of the church's computer membership database.
 - Provide volunteer supervision for data entry as appropriate.
 - Maintain church directory of members with addresses, email addresses, and phone numbers including transfer of membership.
 - Send emails to servers per a pre-determined schedule, including materials and reminders of their assignments for the worship services. Include servers for the following week to allow people time to find substitutes as needed.
 - Assist Evangelism Committee and evangelism with new member integration.
 - Maintain current list of chronically ill and homebound for mailings and visitation.

- **Records and Reports**
 - Maintain communion and weekly worship attendance records.
 - Prepare baptismal certificates.
 - Provide monthly statistical report for Church Council meeting.
 - Coordinate, prepare, and distribute Annual Report.
 - Coordinate and prepare Annual Parochial Report for the Synod.
 - Maintain Parish Record Book with baptisms, confirmations, deaths, transfers and new members.

- **Mail/Email Communication**
 - Mail newsletter monthly to homebound and send all via email as well.
 - Assist and/or prepare mailings as needed.
 - Supervise volunteers who assist with mailings.

Other Responsibilities

- Attend weekly staff meeting, annual staff retreat, and long-range planning meeting.
- Assist with budget preparation as requested. Operate within the budget pertinent to this position.
- Other duties as assigned.

Minimum Qualifications:

- Possess two to five years' experience in a general office setting.
- Computer skills. Proficiency in ability to use a PC (MS Office) and other office equipment. Must be proficient in Microsoft Office Suite and other software required to perform the duties of this position. Experience with website support preferred.
- Able to use many forms of communication (e.g., face-to-face, phone, written, e-mail, social media, and texting).
- Ability to work effectively with others including staff, volunteers, congregation members, guests, vendors, and contractors.
- Ability to work independently.
- Ability to repeatedly switch focus and tasks and effectively manage distractions.
- Supervisory experience strongly preferred.
- Use of professional etiquette in all interactions.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to write, type, handle or feel; reach with hands and arms; talk and hear. The employee frequently is required to walk, sit, stoop or kneel. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps larger picture in mind while attending to the smallest of details.

- **Hospitality/Accessibility:** Generates a sense of hospitality by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.
- **Integrity and Trust:** Practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability. Follows through with commitments. Protects confidential information.
- **Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Supervising Work:** Is effective at establishing clear expectations and setting clear direction; assists with distributing workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner if necessary.
- **Leadership:** Exhibits confidence in self and others; accepts feedback from others; gives appropriate recognition to others.
- **Diversity:** Shows respect and sensitivity for cultural differences.
- **Ethics:** Treats people with dignity and respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of it, depending on the circumstance and the listener.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

If interested, please send cover letter and resume to pastorrachel@popportage.org.

Prince of Peace Lutheran Church is an Equal Opportunity Employer

