

Position Description
Administrative Assistant

St. Paul Lutheran Church, Davenport, Iowa

Individual: **Employment:** Work week (Part- or Full-time w/respective benefits) is negotiable

Reports to: Senior Pastor

Position Objective: Provide administrative support to main floor office staff and the congregation, principally through the preparation of all materials related to worship and pastoral acts, but also by assisting with numerous ministry area details

Core Competencies: Computer proficiency with software programs
(InDesign, Microsoft Word, Excel, and Publisher)
Excellent grammar and punctuation skills
Good typing speed and accuracy
Skilled with organizational detail

Essential Responsibilities:

Design and produce all weekly worship documents (bulletins, readings, schedules, etc)
Coordinate records, materials, and scheduling for baptisms, funerals, weddings, burials, and daily pastoral care needs
Provide administrative support for main floor office staff
Maintain council records, and committee rosters, guidelines, and procedures
Maintain all Memorial Garden forms and records
Coordinate with service providers for office machines
Order and stock all paper and office supplies
Schedule volunteer support for funeral luncheons
Share telephone support as backup to the receptionist
Perform other duties and special projects as assigned

Desired Characteristics:

Patient
Flexible
Self-motivated
Organizationally sharp
Able to prioritize demands and tasks
Attentive to detail
Sensitive to confidentiality
Team player