



Position Description - Bethesda Lutheran Church (BLC), Moorhead MN

POSITION: Administrative Assistant

FLSA STATUS: Non-Exempt
(20-24 hours per week)

REPORTS TO: Pastor

SUMMARY OF RESPONSIBILITIES

The Administrative Assistant will provide leadership and oversight to all functions of the church office, ensuring quality and professional hospitality, communication, and administration.

ESSENTIAL POSITION RESPONSIBILITIES

- Facilitate a culture of hospitality by providing front desk welcome and assistance to all who enter the office via telephone, email, or in-person
- Recruit, train, supervise, and empower volunteers
- With advisement from Pastor and Worship & Music Committee, recruit and coordinate leaders for weekly and occasional worship services, including: reader, assisting minister, sacristan/communion setup, communion assistants, ushers, PowerPoint operators, and communion bread makers.
- Provide for weekly financial operations including bill paying, inputting contributions, communicating with accountant, sending member giving statements, control of credit card and usage, etc.
- Develop, coordinate, and/or distribute high quality communications, including but not limited to emails, letters, phone calls, newsletters, annual reports, weekly bulletins, council meeting agendas, certificates for baptisms and confirmations, etc. In collaboration with the established digital media team, develop and maintain BLC's internal and external digital communications via Wix platform website and social media (i.e. Facebook).
- Develop and support BLC's external presence via flyers, promotional mailings, advertising, etc.
- Consolidate information from across the organization and communicate appropriately
- Maintain building use and rental agreements and ensure appropriate setup; field and facilitate external facility use requests; ensure appropriate enforcement of Bethesda's Facility Use Policy
- Maintain church calendar and update across platforms
- Provide for accurate membership records; be resident expert of membership database program
- Maintain official church records, including worship attendance numbers, ELCA and Synodical parochial reports, and council minutes
- Maintain office equipment and supplies; purchase building supplies as needed; purchase worship supplies as needed (wine, grape juice, gluten free bread, candle oil, vigil candles, eternal flame candles, etc.)
- Provide administrative support to church staff, council, and committees, maintaining open communication lines between and among ministry leaders
- Responsible for distributing and recording keys/key fobs to individuals
- Maintain and update cloud-based Paxton10 electronic door opening system on weekly basis
- Manage designated annual budget allocation
- Participate in 15 contact hours of approved continuing education per year, including 5 hours of training in the area of cybersecurity

OTHER RESPONSIBILITIES

- Participate in staff meetings and team building events
- Other duties as assigned

EDUCATION AND WORK EXPERIENCE

- Associates degree or higher in office administration or related field
- Demonstrated experience managing an office, including coordinating and providing oversight to volunteers; 3 or more years of experience preferred
- Proficiency with Microsoft Office products
- Ability to utilize and willingness to learn new technological skills and tools, such as Canva, ICON church management software, etc.
- Understanding of the workings of a church and skill in managing multiple personalities professionally
- Demonstrated experience managing confidential information
- Demonstrated experience managing multiple demands

PHYSICAL REQUIREMENTS

- Requires prolonged sitting, some bending, standing, stooping and stretching.
- Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Hearing must be in the normal range for telephone contacts.
- Requires the ability to lift up to 30 lbs.
- Prompt and dependable attendance.

The duties described above are the general nature and level of work performed, but are not intended to be a complete comprehensive list of all the duties, activities, and responsibilities required of job incumbents. Supervisors or managers may ask job incumbents to perform other duties as needed and/or required.

BLC's Executive Committee has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.