



ADMINISTRATIVE ASSISTANT/ COMMUNICATIONS

THE LEADER WE ARE LOOKING FOR...

- **Is Incarnational:** embodies the love of Jesus in their relationships and interactions with people.
- **Is Missional:** understands and focuses on equipping/empowering people for a mission beyond FAITH
- **Provides Competent Leadership:** reflects theoretical, and practical knowledge and skill in leadership.
- **Establishes Effective Relationships:** establishes effective relationships with all ages, volunteers, and staff.

SUMMARY DESCRIPTION:

The Administrative Assistant/Communications exists to:

Provide administrative and communication assistance to the staff and congregation. This role works to engage with and support the strategic mission of Faith in helping to gather information and clearly communicate to the congregation and community. This role helps to provide a warm and discerning front office face for Faith – both in person and on the phone. Part of the role also includes some oversight of Human Resource systems.

QUALIFICATIONS:

- Ability to initiate and support the pastor, staff and teams of people to fulfill objectives in administration and communication, including the responsibilities outlined below
- Possesses visual creativity with competent skills in Microsoft Publisher and other Microsoft office programs
- Possesses skills in website updating and utilizing social media
- Skilled in office management
- Possesses the capability to juggle a variety of tasks and work well with people while maintaining composure and discernment
- Is observant, a good listener and great communicator

RESPONSIBILITIES:

- **Communication**
 - Manage editing and production of all regular and special communications in conjunction with other staff and volunteers including:
 - Weekly Bulletins and announcements
 - Communication with new/potential members
 - E-news bi-weekly
 - Twice-yearly Connect Booklet, and quarterly Current brochure
 - Social media – keep Faith’s Facebook page and Instagram up to date
 - Special e-news, letters and all congregation emails
 - Maintain pillar and bulletin boards
 - Create flyers, booklets, posters and brochures as needed
 - Web site maintenance and updates (both Faith and Preschool websites)
 - Connecting people and mission to available resources
 - Communication tools, building space, Faith community
 - Discovering, maintaining and keeping current all mission stories on website
 - Manage Commons table reservations, providing reservation signs, setting up for Sundays
 - Faith brand
 - Maintain Faith brand and language across all communication (colors, style, logo, etc.)

- **Administration**

- General office management -daily
 - Reception - provide reception, screen and transfer calls, check messages, create voice message greeting for church answering system
 - Building Use Scheduling
 - Maintain general office/church calendar (primary calendar - website)
 - Charitable helps – assist those with need for help, carefully listening to their stories to determine need and make referral, etc. (record keeping included)
- General office management - weekly
 - Create and print Room Reservation signs for posting;
 - Sunday liturgy – prepare and send liturgy readings to the reader, print for the altar, prepare power points for each service
 - Office volunteer coordination
- General office management – as needed/yearly
 - Record weddings, baptisms & deaths
 - Correspondence and mailings
 - RSVP tracking
 - Monitor distribution of keys to staff, short-term building use, and volunteers
 - Assist Building Resources Director with building use systems and contracts
 - Attendance tracking
 - Database/SkNotify – retrieval and additions
 - Update room check-off sheets and room configuration sheets
 - Staff Extension Directory – keep updated, providing print copy to all staff
 - Yearly background checks on all active and new volunteers; track by date, name and filing copies
 - Prepare Annual Report for Annual Meeting in May
 - Coordinate with Building Resources Director physical set-ups for meetings, special events, etc
- Staff support –
 - provide helps to pastor and staff wherever needed (setting appointments, screening calls, overseeing details for meetings, etc.)
- As Needed
 - Manage data collection – data collection drives
 - Marketing for rental of building space
 - other duties as agreed upon

- **Human Resources**

- General HR duties including/as needed
- Record & file vacation/time off/sick time
- Develop annual holiday schedule
- Maintain personnel files including employee background checks
- Work with pastor to keep Employee Handbook up to date
- Prepare “Welcome New Employee” packet including all forms, employee handbook, etc.- meeting w/new employee to help them know where to locate what within office

Reports to: Lead Pastor

Time: 25 hours/week

Salary range: \$23,000-25,000

Contact Information

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