

## Job Description for Church Office Assistant – Part-time

Mt Olive Lutheran Church is seeking a part-time (20 hours per week) Office Assistant to provide customer service and assist in the orderly administration of day-to-day church business.

### Spiritual Qualifications:

- A passion for the Gospel message demonstrated by personal spiritual discipline and desire to grow in relationship with Jesus Christ.

### Primary Goals of this Position:

1. To create a welcoming office and provide friendly, knowledgeable service to congregants and the public.
2. To assist in the orderly administration of day-to-day church business.

### Professional Qualifications:

- At least two years of secretarial, office assistant, or office administration experience preferred.
- Strong computer skills with good working knowledge of Microsoft Office, Microsoft Publisher, Outlook, PowerPoint, Adobe, and Google Docs.
- Proficiency in the use of standard office tools (e.g., computer, keyboard, phone system, multi-function copier).
- Strong organizational and communication skills.
- Excellent command of English composition, grammar, spelling, and punctuation.
- Familiarity with or a willingness to learn how to edit and maintain church website and social media.
- Education: High school diploma or equivalent required.

### General Duties:

- Greet office visitors and receive phone calls in a warm, friendly, and professional manner. Take messages and screen contacts appropriately. Review emails and voice mails in a timely manner and follow up as needed.
- Maintain and organize the church office and inventory and order supplies as needed.
- Coordinate with vendors and contractors for maintenance of office equipment.
- Prepare and print bulletins and PowerPoint for Sunday worship.
- Maintain and update church website and social media.

- Maintain church events calendar and bulletin board.
- Interface with custodian and church members regarding day-to-day maintenance and cleaning issues.
- Maintain church records, including updating membership records, subscriptions, and routine filings.
- Assist the Pastor with administrative matters as requested.
- Attend monthly meetings of the Ministry Council when requested.
- Become familiar with Mt. Olive Preschool and Childcare Center and interact with customers in a knowledgeable and friendly manner when required.

Other Expectations:

- Should have strong administrative skills and the ability to work independently without supervision.
- Should be able to interface with church members and the public in a friendly, professional manner.
- Should exhibit professionalism demonstrated by groomed appearance, cooperative attitude, and accountability.
- Should be able to multi-task, prioritize, and be flexible in an at-times fast-paced environment.
- Should exercise discretion and preserve confidentiality regarding financial matters and personal matters involving congregants.
- Should be detail-oriented and organized.
- Should be willing to seek out and engage in training or resources.
- Should seek to streamline and improve office operations and procedures for the benefit of the congregation.

Absences/Leave:

- After six months of employment, one week of paid vacation may be taken. After one year of employment, two weeks of paid vacation may be taken. Vacation must be scheduled in advance with at least 14-days notice given to the Pastor and Congregational President.
- Any additional scheduled time off will be unpaid and must be agreed upon in advance by the Office Assistant, the Pastor, and the Congregational President.
- If an illness or emergency requires unscheduled absence, inform the Pastor and Congregational President as soon as possible.

*Revised 1/24*

Other Duties & Information:

- The Office Assistant is supervised by the Pastor and Congregational President. The Pastor will provide day-to-day feedback and oversight in consultation with the Congregational President.
- The Pastor and Congregational President will conduct an annual evaluation of the Office Assistant each spring, the results of which will be submitted to the Ministry Council for salary recommendations.
- Concerns or issues should be brought to the Pastor and the Congregational President.
- Although membership is not required, the Office Assistant is encouraged to take adult membership classes from the Pastor (or Elders) to become familiar with the teachings and practices of Mt. Olive Lutheran Church.

Compensation: Based on experience.

**To apply for this position, please submit a resume and cover letter describing your interest in the position.**

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