



## **JOB POSTING FOR IMMEDIATE NEED:**

### **CHURCH ADMINISTRATIVE ASSISTANT**

**Supervisor:** Pastor

**Purpose:** The church administrative assistant shall assist the Pastor, other staff, and lay leadership in the orderly operation of church functions.

**Starting Pay:** Starting at \$20 per hour (based on experience)

**Benefits:** Health, Vision, Dental, Behavioral Health, Disability, and Retirement, Paid Vacation, Sick Days, and Holidays

**Hours:** 40 hours per week (Full-time)

#### **Responsibilities:**

- Demonstrate Christian hospitality in welcoming guests and visitors to building
- Operate multi-line phone and voicemail system
- Produce worship bulletins and worship slides
- Produce weekly newsletter in print and electronic formats
- Master Administrator for Church Community Builder (church management software)
- Maintain pastor's calendar and schedule appointments
- Inventory and order supplies for office, kitchen, nursery, and cleaning
- Archive official records of congregation (meeting minutes, membership information, etc.)
- Schedule facility usage and room reservations
- Write official church correspondence
- Renew and report licensing (music, non-profit, etc.)
- Liaison with Custodial Service
- Follow up with church visitors
- Maintain up-to-date online calendar of church activities and volunteer schedules
- Provide yearly congregational statistics to denomination
- Other duties as necessary

#### **Required Skills:**

- Self-starter
- Warm, friendly voice and disposition
- Maintains confidentiality about church matters and parishioners' lives
- Excellent oral and written communication skills in English
- Proofreading abilities for spelling and English grammar
- Ability to multitask
- Ability to adapt to change

- Aesthetic eye for electronic layout of documents and publications
- Microsoft Windows 11
- Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Publisher)
- Microsoft Teams
- OneDrive
- Adobe Acrobat
- Mail merges using Microsoft Office
- Social Media (Facebook and Constant Contact)

**To Apply:** Send cover letter, resume, and professional references to Pastor Chris Matthis at [pastorchris@epiphanylc.org](mailto:pastorchris@epiphanylc.org) or Epiphany Lutheran Church, 550 E. Wolfensberger Rd, Castle Rock, Colorado 80109.