

TRIUMPH LUTHERAN BRETHERN CHURCH

JOB DESCRIPTION

East Campus Assistant (Part-time)

Position Description:

This position will provide secretarial, clerical and administrative support as needed for pastoral and non-pastoral staff, assist volunteers in their roles as assigned, and be responsible for providing efficient support that is accurate and relates positively and pleasantly to the staff and church family. This position is part-time consisting of approximately 15-20 hours/week.

RESPONSIBILITIES MAY INCLUDE:

1. Receive incoming telephone calls and assist church members and visitors who come to the church office.
2. Produce/proofread documents and make copies, including bulletins, newsletters, and mailings.
3. Keep general office and workroom neat and organized.
4. Order office supplies, copier and printer supplies and upload postage as needed.
5. Order or arrange for purchase of kitchen supplies (including Hungry Hearts supplies).
6. Manage Prayer Requests, record visitors and prepare correspondence for them.
7. Work with PCO database to provide reports, mailing labels, directories, etc.
8. Manage the resources for the Welcome Center with Kirsten.
9. Perform other varied tasks that are reasonable and consistent with the nature of the position.

QUALIFICATIONS FOR THE POSITION:

The person in this position must profess to have a personal relationship with Jesus Christ as Lord and Savior. This person must be willing to work in harmony with Triumph's Statement of Faith and Statement of Purpose.

This position requires a "team player" who finds satisfaction in contributing to a work environment that is positive as well as productive.

This position requires a detail-oriented person with good organizational, communication and telephone skills. It also requires flexibility in handling multiple tasks, be able to follow oral and written instructions, and to work effectively with others.

This position requires a commitment to confidentiality, respecting the privacy of those who are involved in Triumph's ministries. Information acquired in the church office must stay in the church office.

Because time pressures and relational misunderstandings could occur while performing the duties required in this position, emotional stability will be necessary to cope with a reasonable level of stress.

The person in this position must be able to pass a background check.

This position requires the maintenance of neatness in personal appearance and work environment.

PROFESSIONAL:

Education: Completion of the 12th grade supplemented by specialized secretarial courses.

Experience: One-two years of responsible secretarial and clerical experience is not required, but would be an advantage.

Knowledge: This position requires secretarial and typing skills including grammar, spelling, editing and proofreading. The candidate must also have a working knowledge of Microsoft Office products.

Special Requirements of the Position: Ability to type, pick or use fingers to operate office equipment, to extend hands and arms in any direction, and to express or exchange ideas accurately.

Physical Demands: This position requires a majority of time (up to 75%) spent in the seated position, some standing or walking, occasionally lifting objects of no more than forty (40) pounds , repetitive movements of hands, wrists, and fingers up to 75% of the time. Rarely is any form of adverse movement required. Excellent sensory skills are important (sight, hearing, and speech) as well as ability to communicate effectively.

WORK RELATIONSHIP:

The East Campus Assistant will report to and receive direction from the East Campus Pastor.

Should the East Campus Assistant have a grievance relating to her/his relationship with the staff the East Campus Pastor will receive such a grievance. If satisfaction does not arise from that conversation the East Campus Assistant may approach the Lead Pastor who will receive the grievance on behalf of the congregation's Admin/Finance Committee.

The ultimate decision regarding the hiring and dismissal of the East Campus Assistant will rest with the East Campus Pastor.

BENEFITS:

This is a part-time, non-exempt position, compensation to be determined based on qualifications. Employee Handbook details benefits and employee relations.

November 2017