

Christ Lutheran Church, 780 Ashbury Ave, El Cerrito

Administrative Assistant & Facilities Manager

Ability to work with people on all levels; personable, friendly, courteous

Ability to handle and maintain confidential information

Strong organizational skills

Ability to follow directions; willingness to learn

Strong verbal, written and communication skills required

Detail oriented, with attention to accuracy and consistency

Self-starter (work with little direction, ability to take initiative, flexible)

Make sound decisions and solve problems

Team player representing church, pastor(s), ministry staff & teams well

Responsibilities include:

- Draft, prepare, edit and print weekly worship bulletins and funeral, wedding or special worship service bulletins as needed
- Database management of parish members
 - Update the church management system on computer.
 - Maintain up-to-date birthday files, membership records and mailing lists.
 - Keep attendance and communion records.
 - Produce church directory, with updates as needed.
- Maintain up-to-date records of baptisms, weddings, funerals, new members, transfers, confirmation, first communions, material and records for archives, etc.
- Oversee and maintain filing system of church records (Software & paper files)
- Participate in weekly staff meetings
- Assist in the completion of the Annual Report and make copies on paper and online.
- Work in concert with ELCA and Synod to register clergy and lay voting members for Synod Assembly and special conferences
- Answer office phones, email & texts
- Maintain the Master Calendar for all church activities.
- Arrange advertising for special services (Christmas, Lenten midweek, Holy Week, Easter) under direction of Pastor(s)
- Coordinate use of building by members and outside groups.
 - Prepare & distribute annual Facilities Use Agreements with each outside group and file signed copies.

- Be main contact person to coordinate use of church building with congregational calendar & other events
- Receive & store facility use donations and report receipts from outside groups utilizing the facility.
- Manage and update the Worship Schedule / Prayer Concerns spreadsheets.
- Manage office Equipment and Supplies
- Oversee (daily & weekly) maintenance of office machines.
- Assure follow through on maintenance agreements or contracts.
- Inventory and order office materials and Liturgical supplies (Communion elements, certificates, congregational gifts, etc)
- Administer payroll monthly or as needed (Post and total each payroll period).
- Coordinate with Worship Team to recruit worship leaders (assisting ministers, readers, etc) for worship service.
- Other projects as assigned by the Pastor(s)/Steering Team President(s).

Position is 12-15 hours per week, \$15-18/hr, depending on experience. Employee reports to Pastor(s) and Steering Team President(s), directly supervised by Pastor(s). Email resume to pastor@christlutheranelcerrito.org

After a 6-month probationary period, position has 2 part-time weeks paid vacation and 1 part-time day per month paid sick leave (which may be used for family leave).