



4271 Clairemont Mesa Blvd., San Diego, CA 92117
(858) 273-7423 clairemontlc.org

Ministry Assistant for Administration

The Ministry Assistant for Administration at Clairemont Lutheran Church/Iglesia Luterana Clairemont is a vital position for the life of our congregational. The person in this position is most often the first representative of the congregation the public is in communication with. They are a reflection of the church community and should always be mindful of this.

The person selected for this position should be a Christian with general office and communication skills who truly feels a sense of calling to Christian service and will become a mission partner with our congregation.

HOURS: Monday – Friday, Part time, 32 hours per week from 9:00 a.m. to 3:30 p.m. (with some flexibility) with a 30 minute meal period. Schedule may also call for weekends according to ministry needs.

PAY RATE: starting in the range of \$20.00/hour depending on experience and training.

QUALIFICATIONS:

1. Strong computer skills with a solid working knowledge of Microsoft Office (Publisher, Word, Excel, PowerPoint), Google Docs, Adobe Acrobat, Adobe Photoshop and others applications as needed.
2. Experience with electronic file storage and familiarity with cloud storage systems such as Google Drive.
3. Familiarity with or a willingness to learn Shelby Next Church Management Software.
4. Proficiency in the use of standard office tools (computer, phone system, multi-function copier, etc.)
5. Strong organizational skills
6. Bilingual in Spanish and English a strong plus.

PURPOSE OF POSITION:

Primary function is to serve as the church secretary. This person reports directly to the Senior Pastor. The secretary answers phone calls, welcomes office visitors and performs a variety of tasks including filing, copying, printing worship programs and other documents as needed. This position also requires working with and scheduling volunteers, and working with outside groups which use our facilities.



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JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Receptionist - a) Telephone present positive, warm image; screen calls and take messages. b) Drop-ins – screen according to schedule of pastor.
2. Maintain and organize reception areas.
3. Order and inventory supplies and equipment.
4. Organize and maintain an updated church calendar, coordinating campus events with custodian. - a) Pick up, distribute and disseminate all mail and correspondence.
5. Check and answer email and phone calls in a timely manner.
6. Maintain prayer chain list and other church email lists and use them to send prayer chain messages and documents out in a timely manner.
7. Prepare and print all documents needed for Sunday worship including bulletins and PowerPoint presentations.
8. Learn to use ShelbyNext Church Management Software database system to keep accurate membership records.
9. Assist with the preparation of Annual Reports.
10. Attend weekly staff meetings.
11. Routine filing of paperwork and digital documents.
12. Notify Pastoral Staff of member hospitalizations, deaths, etc.
13. Maintain and update all standard forms, church brochures and ministry literature.
14. Assist with the preparation of the monthly newsletter.
15. Organize and maintain the centralized storage of all church documents such as financial documents etc.
16. Coordinate with vendors and contractors for maintenance of office and other campus equipment and facilities.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should be ever conscious of the need for confidentiality concerning financial records, counseling situations, personnel matters and health matters, etc. of congregational participants, which is to remain private unless we have permission to disclose such information
- Should always exercise discernment and should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility
- wise judgment
- Should be a person who gives extreme attention to details with an eye for excellence



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- Should be willing to seek new information, training, and resources as needed
- Should be a self-starter, good at multi-tasking and prioritizing projects
- Should possess strong administrative skills and the ability to work independently without supervision