

386 Main Street  
PO. Box 136  
Hermosa, SD 57744

## Our Savior's Lutheran Church



Website: [oslhermosa.com](http://oslhermosa.com)  
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### Administrative Assistant Position Description

The congregation of Our Savior's Lutheran Church recognizes that the position of the Administrative Assistant is vital to our ministry. The person in this position works in conjunction with the pastor and other leaders of the congregation. The Pastor will supervise the Administrative Assistant and will have final say as to his/her duties.

An Administrative Assistant will be hired for 30 hours per week (distributed during the day Monday – Friday) unless otherwise determined by mutual agreement between the Administrative Assistant and the Pastor. The hourly wage for this position will be \$13.50 - \$14.00 per hour depending on skills and experience. No other benefits are offered.

The Administrative Assistant shall possess the following skills/characteristics:

- A. Great interpersonal skills, including good phone etiquette and being comfortable conversing with people who stop by the church.
- B. Ability to maintain strict confidentiality
- C. Confidence to be alone during office hours at the church.
- D. Confidence to interact with and direct people calling or stopping by the church for assistance. (Training as to steps to take will be given.)
- E. Fluent computer skills, including confidence in working with Microsoft Office (Word, Publisher, Excel and Power Point).
- F. Legible hand writing
- G. Ability to easily navigate around the church building, including stairs.
- H. Be a self-motivator who can work independently
- I. Be a team player

The duties of the Administrative Assistant shall include but not be limited to the following:

#### OFFICE DUTIES

- Answer phone and relay messages to appropriate people
- Check email and forward to appropriate people as needed
- Retrieve mail from post office and place in appropriate mail boxes in office
- Order supplies for office, worship, education and Committees as needed
- Maintain membership and education ministry records on computer and in permanent written records
- Maintain bulletin boards, adding and taking down items as needed
- Maintain master calendar

#### WORSHIP

- Gather information and prepare bulletins, including printing and folding
- Prepare Powerpoint and download it to sanctuary computer
- Straighten sanctuary, bathrooms and classrooms as needed and restock supplies as needed
- Assist with preparing for Sacraments as needed
- Maintain worship attendance and offering records

## COMMUNICATION

- Gather information, prepare and distribute monthly newsletter before the 1<sup>st</sup> of each month
- Prepare and send emails to individuals, groups or the whole congregation as needed
- Send postcards or letters to individuals, groups or the whole congregation as needed
- Email information to coordinator of Hermosa Newsletter by last Friday of each month
- Prepare and distribute brochures and flyers as needed for the whole congregation as well as small groups (Education, Youth, Prayer Shawls, etc) and Committees
- Maintain and update Social Media sites such as Facebook and OSL Website (training will be offered).
- Gather information and prepare the Annual Report of the Congregation

## COUNCIL, COMMITTEES AND GROUPS

- Be the Recording Secretary for Church Council Meetings
  - This will require attending monthly Church Council Meetings, taking minutes, type them out and send the draft to the Council Secretary for distribution. Comp time will be given if the meeting does not fall during regular office hours.
- Gather information and prepare agenda for Council meetings
- Email all pertinent documents to Council members before meetings
- Prepare pertinent documents for Council meetings
- Assist the Church Treasurer with financial data, such as inputting offering and other donations into QuickBooks and preparing reports as needed. (Training available as needed.)
- Prepare, gather and correlate information/registration documents for educational opportunities, Youth Group opportunities and other church activities
- Assist in ordering, preparing and distributing items needed for education ministries such as D.O.G. Night and VBS as well as Youth Group gatherings and other ministries of the congregation
- Assist Pastor with OSL Community Youth Group administrative and planning details as needed

## AND OTHER DUTIES AS NEEDED

*“We invite, encourage, educate and empower all people to follow God and serve others.”*