

# Lord of Life Lutheran Church

725 75th St W, Darien, IL 60561

## Job Description

### Church Administrative Assistant

**Reports to:** Pastor  
**Status:** Part time (20 Hours a week)  
**FLSA:** Non-Exempt  
**Location:** 2-3 days a week in office minimum; flexibility for remote work  
**Salary:** Range of \$20,800 - \$25,000 depending on experience

## Job Summary

The administrative assistant will work with the pastor, staff, Church Council, and membership to empower the ministry of Lord of Life Lutheran Church and its mission to be a powerful Church—transforming Lives and changing the world.

### Essential Functions:

- Produce printed / digital resources for worship, meetings, and Congregational activities
- Process incoming and outgoing office posts, phone calls and emails
- Oversee congregational communications, including newsletters, website, and social media
- Create graphics that strengthen Lord of Life's communications and visual aesthetics
- Assist the volunteer treasurer with bookkeeping and other Financial tasks
- Maintain congregational records databases, and calendars
- Identify and implement improvements in administrative work
- Proof reading materials and close attention to detail

### Other Responsibilities:

- Participate in monthly staff meetings
- Inventory and order supplies as needed
- Represent Lord of Life in a kind, courteous and professional manner

### Technical Responsibilities:

- Update website with news, calendar and feature articles
- Upgrade website software as needed
- Maintain security access to website, Zoom, FaceBook, Twitter and other software tools and social media
- Monitor social media posts, posting information on events, deleting inappropriate posts, and promoting / boosting posts
- Maintain YouTube account and posted videos
- Prepare Yolo Box for streaming worship services
- Competently use Microsoft Office Suite and Google Workspace

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### Core Competencies:

- ❖ **Interpersonal skills:** Establishes good working relationships with staff and congregation members; is approachable, tactful, and avoids communication triangles; considers the impact of her/his actions on others; maintains confidentiality of personal and financial data
- ❖ **Attention to Detail:** Is able to assemble many details into an organized whole; follows up on details and resolves unanswered questions; maintains a clean and orderly work space.
- ❖ **Aesthetic Awareness:** Able to make effective use of design, color, and page layout for different purposes such as bulletins, website, and social media
- ❖ **Helping Orientation:** projects a sense of empathy and understanding when dealing with congregation members, friends and neighbors; is willing and able to attend to their needs by offering appropriate resources.
- ❖ **Initiative:** Is action-oriented and energetic about worthwhile activities; sets demanding but achievable objectives; identifies opportunity for improvement and takes action.
- ❖ **Mission alignment:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Lord of Life Lutheran Church, especially with regard to anti-oppression practices concerning race/ethnicity, class, gender, sexuality, and ability.
- ❖ **Priority Setting:** Able to determine and focus on central issues, minimizing distractions and eliminating roadblocks; identifies factors that would help or hinder reaching a goal.
- ❖ **Self-Development:** Sets appropriate work objectives and measures own progress; knows personal strengths and weaknesses; identifies needs for growth in knowledge, understanding and skill; pursues appropriate activities for growth; seeks regular feedback on performance; is sensitive to changing organizational requirements and adapts accordingly.
- ❖ **Team Orientation:** Demonstrates interests, skill and success in team environment; promotes group goals ahead of personal agenda; is a resource to team members; shares credit for success with others and takes responsibility for her/his part in team missteps

**Anti-Discrimination:** Lord of Life Lutheran Church is committed to the support of human rights and the struggle against injustice. Lord of Life does not discriminate against individuals on the basis of race, color, ancestry, national or ethnic origin, sex, sexual orientation, gender identity, disability, age, genetic information or veteran status in its mission and ministry. More details on our anti-discrimination policy are available upon request.