JOB TITLE: Administrative Assistant	Spirit Alive! Lutheran Church - Kenosha, WI
REPORTS TO: Pastor	Revision Date: October 2026
STATUS: Part Time	FLSA: Non-Exempt

Position Overview:
The Administrative Assistant provides key support to the congregation's mission and ministry by ensuring clear internal and external communications, coordinating church activities and calendars, maintaining accurate and confidential records, and providing direct administrative assistance to the Pastor and congregational leadership. The position facilitates effective communication, collaboration, and coordination among staff, ministry leaders, volunteers, and the congregation.

Essential Functions:
- **Administrative Support:** Provide administrative assistance to the Pastor and ministry leaders, including managing correspondence, event scheduling, data entry, and completing additional assigned projects.
- **Calendar and Event Coordination:** Monitor and update the church's online and physical calendars for meetings, events, and activities. Schedule, equip, and coordinate with volunteers on a weekly basis. Coordinate with Pastor and staff on scheduling needs.
- **Financial Processes:** Prepare and deliver deposits, maintain records in compliance with the guidelines of the Evangelical Lutheran Church in America (ELCA), and provide relevant documents to the Treasurer.
- **Internal and External Communications:** Solicit additions, prepare, and distribute the weekly email. Update the Sunday bulletin and slides with relevant scripture, events, and information. Utilize platforms, such as YouTube and Tithe.ly, to create worship livestreams. Assist the Pastor and Communications Team to maintain the church's website and social media presence. Work with Pastor to prepare reports and materials for congregational meetings.
- **Mail and Materials:** Process incoming mail, prepare outgoing mail, and manage office supplies. Ensure all mail reaches their relevant recipient.
- **Reports and Records Management:** Oversee and submit annual reports in collaboration with the Pastor and Treasurer. Maintain accurate church records, including membership, life events, and contributions, using the Church Management System. Maintain accurate files and documentation per ELCA retention guidelines. Keep a process binder updated with current procedures.

Ideal Qualifications:
- Associate Degree or equivalent office experience.
- Prior experience with team and collaborative work environments.
- Proficiency in computer systems and programs including, but not limited to, Breeze, Canva, Facebook, Google Suite, Microsoft Word, Proclaim, and Zoom. Training for specialized/unfamiliar programs will be provided.
- Experience with preparing reports and record management is desired, but not required.

Physical Requirements:
- Must be able to lift 20 lbs.
- Must be able to sit for extended periods.

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Hospitality/Accessibility:** Generates a sense of hospitality and accessibility by their very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidence, especially with private documents; admits mistakes; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Time Management:** Uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers messages in a tone appropriate to the context.

Hours and Compensation:

The Pastor and Council (SALT) select a congregational administrative assistant. This position is for between 7 to 10 hours per week, with the flexibility to shift hours during peak administrative needs as needed. The selection process involves an interview with the Pastor and SALT members. The successful candidate will be expected to work primarily during regular, daytime office hours, with the possibility of additional hours during busy periods. Compensation subject to competitive salary guidelines.

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