Thanksgiving Lutheran and Knox Presbyterian Churches

Church Office Administrative Assistant
Position Announcement

Knox Presbyterian and Thanksgiving Lutheran Churches are a combined congregation with a goal to make a positive difference in the lives of all of creation locally and worldwide. We are an all-inclusive LGBTQIA+ affirming neighborhood joint congregation, seeking a part-time **Church Office Administrative Assistant.**

This person will provide assistance to the pastor in a variety of general office responsibilities including, but not limited to; creation of weekly Sunday bulletins, communication to the congregation and support with communicating with Leadership teams and committees. The ideal person will have expertise with Microsoft Office (Word, Excel, Publisher, PowerPoint).

Characteristics
- Organized
- Detail-oriented
- Reliable
- Positive
- Collaborative
- Flexible

Skills Include
- Proficient computer skills in Microsoft Office (Word, Excel, Publisher, PowerPoint).
- Proofreading skills including spelling and language skills.
- Organized work habits.
- Constructive positive attitude promoting good teamwork.
- Flexibility with schedule (especially during Christmas, Lent, and Easter).

Experience
- General office experience required.
- General understanding of how a church office runs. Experience a plus, but not required.

General Responsibilities

1. **Weekly:** Prepare, print, and disperse weekly worship bulletin and announcements sheet; Maintain weekly worship attendance (in-person and Zoom) and file the sign-in sheet; Ensure the table in the narthex is set up for the Sunday worship service.
2. **Communication & Collaboration** to include: email communication to worship assistants; weekly Sunday service information to congregation, collaboration and communication with volunteers, monitor email accounts and postal mail and phone messages.
3. **Monthly:** Print and disperse the monthly newsletter, *The Bridge*.
4. **As needed:** Maintain office supplies and office equipment.

References & Application
- Letter of Introduction
- Letter of Recommendation
- Resume

Other (Hours, Schedule)
- Probationary Period: 3 months
- Annual review with Personnel Committee
- 10 hours a week (potential for additional hours during holidays)
- Flexible schedule (2-3 days per week)
- $20/hour
- Annual 10 hours of sick leave beginning after probationary period
- Annual 10 hours of vacation time beginning after probationary period

Other Requirements
- Must be fingerprinted and satisfactory records check must be received prior to employment.
- Interview will consist of an in-person interview with the hiring committee and a computer skills test.

Interested? Email your application packet (Letter of introduction, Letter of Recommendation & Resume) to knoxtlc1650@gmail.com