

## SHEPHERD OF THE HILLS LUTHERAN CHURCH

<b>JOB TITLE:</b> Administrative Assistant - Missions & Spiritual Growth	<input checked="" type="checkbox"/> part-time; 15 hrs/wk <input type="checkbox"/> full-time	<b>Hours:</b> Tues 9:30AM-2:30PM Other work days and times TBD
<b>REPORTS TO:</b> Missions & Spiritual Growth Coords.	<b>DATE UPDATED:</b> 7-Jan-25	Flex hrs for Occasional Night/Wkend Meetings/Events
<b>PURPOSE:</b> To provide support to the Missions & Spiritual Growth Coordinators		

- PRIMARY RESPONSIBILITIES/DUTIES:**
1. Spend time in prayer and God's Word daily seeking God's will for the congregation and direction in carrying out day to day responsibilities.
  2. Administration - Both Ministries
    - a. Maintain filing systems for reference and record; Manage book inventories
    - b. Attend Full Team Staff Meetings; Participate in Staff Devotions
    - c. Maintain website information and assist with sharing on Social Media platforms
    - d. Communicate opportunities to serve via print, video, verbals, digital
    - e. Create and maintain sign-ups, rosters; Track participation
    - f. Coordinate and follow up with volunteers & leaders including thank you notes
    - g. Assist with preparations for meetings and events (on and offsite) including coordinating meals, catering & resources
    - h. Support Ministry Coordinators proactively with various essential tasks as assigned
  3. Mission Specific Responsibilities/Duties  
 Assist with the planning and organizing of the various mission activities of the congregation  
 This includes, but is not limited to:
    - a. Maintain and organize donation closet; Coordinate pickups/deliveries as necessary
    - b. Assist with completing financial forms and maintaining administrative budget balance
    - c. Attend Missions Giving Team Meetings (currently 4/year) and fill the role of Secretary
    - d. Coordinate media needs for monthly Mission Moments with Mission Partners and Worship Team; Attend fourth Sundays
    - e. Assist with managing the details for adult/family mission trips (ex: payments, checklists, meeting prep, etc.)
    - f. Coordinate efforts to keep the congregation informed of the work of short term mission teams
  4. Spiritual Growth Specific Responsibilities/Duties
    - a. Maintain monthly spending and balance
    - b. Provide quarterly updated budget
    - c. Purchase curriculum and make returns
    - d. Create bulletin boards
    - e. Assist with Small Groups as needed (ex: technology & resource)

**QUALIFICATIONS:**

Administrative Office Experience Experience working with volunteers Able to maintain confidentiality Committed to growth in personal spiritual maturity Excellent written communication skills Servant heart Passion for the lost and open to accepting people where they are at in their spiritual journey	Proficient at multi-tasking; Flexible with work flow Patient, Teachable spirit Joyful attitude Detail oriented - highly organized Outstanding interpersonal skills Excellent computer skills, experience w/ Microsoft systems and Google Suite is a plus Able to stoop, kneel & lift/move up to 50 lbs.
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"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men...The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ... Now you are the body of Christ, and each one of you is a part of it." I Corinthians 12:4-6, 12, 27