

Gloria Dei Lutheran Church and Preschool

Dana Point, California

Job Description: Administrative Assistant

The Church Administrative Assistant is a full-time position. This person serves under the supervision of the Senior Pastor and manages the church office and performs administrative duties. Gloria Dei is seeking a faithful, organized individual with excellent social, organizational, and technological skills.

Primary Job Responsibilities

- Administrative work with and for pastors and other staff
- Communication on behalf of Gloria Dei through a variety of media
- Produce church publications, such as weekly bulletins, monthly newsletters, annual reports, directories, etc.
- Maintain church records
- Coordinate calendars and building use
- Organize and communicate volunteer scheduling
- Oversee office equipment, supplies, and purchase orders
- Maintain payroll service

Desired Skills and Dispositions

- A person of faith in Christ and a hopeful attitude
- Excellent interpersonal skills
- Broad technological abilities with a variety of computer software including Google Suite
- Organizational and prioritizing skills
- Strong attention to details
- Lifelong learner
- High regard for confidentiality

Preferred Experience and Qualifications

- College graduate preferred with administrative work experience
- Able to demonstrate technology skills

Work Setting and Other Details

- Gloria Dei Lutheran Church is a member of the Evangelical Lutheran Church in America (ELCA) located in Dana Point, California.
- The Mission of Gloria Dei Lutheran Church is to reflect God's hope, which we express through: Celebration, Connection, and Compassion.
- Work hours for this position: Monday - Friday, 8:30am - 3:30pm (1 hour for lunch). Those are the basic hours to cover the church office, but occasionally more hours will be required on selected weekends due to worship and programming needs and longer hours around Holy Days and Festivals. This will be at the direction of the Senior Pastor.
- Supervised by Senior Pastor with an annual review.
- This is an "at will" position meaning both parties are able to terminate the position without notice or cause, but the preference would certainly be to provide at least two weeks notice.

Compensation and Application

- Compensation commensurate with experience and qualifications (base salary: \$40,000+)
- To apply, send resume to Pastor David Mattson (pastordavid@mygloriadei.org)
- For more information: 949-493-3414, extension 202.