

## **Job Description: Administrative Assistant**

Lettered Streets Covenant Church (LSCC) is an intergenerational congregation whose purpose is: *To be and make disciples of Jesus who love God, love our neighbors, and care for his creation, all in the power of the Holy Spirit. We seek to live out this purpose through our core values of Authenticity and Acceptance, Listening, Learning, and Questioning, Living an Integrated Life Together, and understanding our Vocation as Mission.*

The LSCC administrative assistant is a vital part of our church staff and works most closely with the lead pastor. In order to thrive in this role, applicants should have excellent written and interpersonal communication skills, a keen eye for details, and the ability to keep systems and calendars organized.

### **JOB DUTIES:**

- Work with the pastoral staff to identify and empower the congregation for ministry
- Maintain the volunteer database and schedule volunteers throughout the year
- Deposit weekly tithes and offerings
- Send Sunday announcements to Pastor
- Check PO Box and distribute mail
- Maintain information table/church mailbox/displays
- Communications
  - Write and edit content for most church communications channels, such as weekly bulletin, email newsletter, social media posts and website
  - Maintain calendar for church events
  - Maintain Church Directory & Contacts
  - Keep website up to date
  - Send weekly prayer requests to Prayer Team
  - Create media pieces for announcements and online content
- Coordinate the calendar for church building usage
- Maintain inventory of church supplies and maintain storage areas
- Support staff and pastor administratively as needed

### **ANNUAL EVENTS and PROJECTS**

- Help coordinate the annual Easter Egg Hunt
- Work to support the administrative needs of special events throughout the year (retreats, service projects, etc.)
- Produce Church Directory

### **POSITION QUALIFICATIONS AND EXPECTATIONS:**

- Demonstrate an authentic life of living faith in Jesus

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- In agreement with the vision, values and ethics of Lettered Streets Covenant Church and the Evangelical Covenant Church
- Desire to be a committed partner at LSCC and participate regularly in the worship life of the congregation
- Commitment to relational ministry and demonstrating integrity with personal information
- Excellent written and spoken communication skills
- Ability to create media pieces such as brochures and flyers, social media design, etc.
- Basic proficiency with Google
- Ability to encourage, and foster positive relationships with volunteers
- Bachelor's Degree or equivalent experience preferred
- Experience in administrative work is highly desirable (paid or volunteer)
- Participate in weekly staff meetings
- Be present for major Christian holidays and significant church events
- Proficiency with the Mac Computers desirable
- Valid Washington state driver's license and completion of a background check
- Ability to house a printer (provided by LSCC) at home for printing church bulletins and documents.
- Must have transportation within Bellingham
- Must have the ability to lift 25 pounds and mobility to navigate stairs

**Hours:** Approximately 20 hours/week

**Reports to:** Senior Pastor

**Wage:** \$21-\$23 per hour (depending on experience)

**Benefits:**

- Time off on approval
- Flexible schedule and ability to work from home
- Laptop computer

### **APPLICATION PROCEDURES**

If you are interested in joining a fantastic staff team and supporting the vital functions of a thriving church, please send your application and cover letter to:

Lettered Streets Covenant Church, PO Box 5645, Bellingham WA 98227 or email to [bridget@letteredstreetscc.com](mailto:bridget@letteredstreetscc.com)