



Trinity Lutheran

Trinity Lutheran is located in Stonewall, Texas. We've been a beacon of light in the Hill Country for nearly 120 years. We are affiliated with the Lutheran Congregations in Mission for Christ (LCMC) association. As such, "we view the local church as the place where people in the community come to get connected with God and one another."

General Description of the Position

The Administrative Assistant shall assist in furthering the mission of Trinity by providing services that support the ministries of the church thereby allowing Pastor and volunteer ministry leaders to focus on their specific areas of ministry responsibility. The assistant shall be committed to Trinity being a place where the growth of God's kingdom and the reflection of His glory is paramount. The assistant will work closely with the Pastor and fellow leaders. In addition, since this person will work with a variety of volunteers and ministry action teams, participation as an effective team member is vital.

Supervisor: Trinity Council - Employment and Pastor- Supervisor

Term of Employment: Part-time position. The position is considered "at will" in nature.

Primary areas of responsibility are:

1. Communication/ Reception

Provide phone, email, and text communications to the church families and the public for the ministry of Trinity. This includes answering phone calls, and emails and greeting guests and visitors that contact Trinity Lutheran Church. Produce and send out weekly communications to the congregation and volunteers. Keep Trinity events updated and current on Trinity's website and social media platforms.

2. Data and Expense Management

Maintain Trinity's membership and attendance data into our church database, ShephardStaff. Record and post attendance, offerings, and contributions.

3. Church Calendar

Update and maintain the church calendar. Process and place items on the calendar when needed.

4. Volunteer Coordination

Prepare, manage, and maintain schedules for Sunday Morning volunteers. This includes prompt notifications and communication with volunteers, shuffling schedules for volunteers, and assisting the volunteers as their schedules may change.

5. Supplies

Order and maintain all office, facility, and supplies for Trinity.

6. Mailings

Provide and assist in mailings for Newsletters, special events, and communication. Put together materials and labels for bulk mailings.

7. Other Miscellaneous Weekly Duties

Trinity Lutheran, Stonewall Texas
Administrative Assistant –Position Description

Qualifications

Required

- Personable with demonstrated ability to communicate effectively on phones and in person.
- Ability to provide quality outcomes within appropriate time constraints.
- Organized and can plan jobs/responsibilities according to level of importance.
- Able to multi-task often.
- Technologically savvy. Working proficiency in Microsoft Word, Publisher, Excel, and Outlook. Able to assist in the use of social media such as Facebook, Twitter, and others as adopted.
- Able to learn Trinity-specific software systems including ShephardStaff, Online Picture Directory, and any new software and systems as they are implemented church-wide.
- Knowledge and use of different machines (copiers, printers, folding machines, etc).
- Self-starter, flexible, and willing to demonstrate and embrace a “whatever it takes” attitude.

Professional Growth

The Administrative Assistant will continue to grow in skills and knowledge pertaining to this position through reading, seminars, and other professional training opportunities as approved.

Pay and Benefits

Remuneration will be as a part-time position based on 18-24 hours per week, the schedule will be considered with the candidate and has the ability to be flexible. Pay rate will be determined by skills and experience of candidate.

Employer Details

Trinity Lutheran Church
4270 Ranch Road 1, Stonewall, TX 78671
830-644-2479
www.stonewalltrinitylutheran.com/
www.facebook.com/StonewallTrinity

Interested Applicants should send resumes and inquiries to

Pastor Ryan Meyer
stonewallticipastor@gmail.com