

Administrative Assistant, Hope Lutheran Church and Lutheran Campus Ministry at the University of Maryland

The individual in this position provides administrative support in carrying out the operational responsibilities of the collaborative ministry of Lutheran Campus Ministry (LCM) and Hope Lutheran Church. The successful candidate carries out the general functions of the office while providing a cheerful and organized atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

General Duties:

- Promote a positive and cooperative work environment
- Provide courteous, pleasant and prompt assistance to those telephoning, visiting the office, or emailing
- Manage the office including the ordering and supervision of supplies and equipment, and the handling of correspondence
- Assist with the preparation of worship, teaching and other materials
- Maintain files and records, and the coordination of calendars
- Organize and maintain office areas
- Participate in weekly staff meetings
- Exercise strict discretion and confidentiality
- Perform other duties as assigned

Hope Church Duties:

- Prepare, print and fold worship bulletins for Sunday mornings, funerals, weddings and special occasions
- Assist in preparation of newsletters and other documents as necessary (including for congregational meetings) and distribute them electronically or in the mail in collaboration with Pastors and other leaders
- Mail yearly giving statements in January
- Keep accurate membership records with the Pastors
- Prepare baptismal certificates and, with Pastors, keep an updated parish register
- Keep the answering machine messages up to date
- Keep the archives up to date (electronically and hard copies) in collaboration with Pastors and lay members
- Keep an updated member directory
- Provide deposit and other key financial information to the church accountant on a weekly basis while maintaining financial records for the Financial Secretary and Treasurer
- Make bank deposits Monday morning
- Collect and prepare materials for the annual report

- Maintain bulletin boards, kiosks, and guest book in the narthex
- Resupply pencils, envelopes, generally neaten up the worship area as needed
- Relay Guest Book information to the Pastors
- Maintain the Worship Assistant schedule

Lutheran Campus Ministries (LCM) Duties:

- Maintain the web page and update it as needed
- Maintain Twitter and Facebook accounts in collaboration with the Campus Pastor
- Record and deposit contributions, especially those related to the Campaign. With Campus Pastor, prepare thank you notes
- Supervise mailings to students, faculty and clergy/parishes
- Provide secretarial support to the Directing Committee as requested
- Maintain digital display frame with current information and pictures (for presentations)
- Maintain an updated contact list of current students, alumni and friends, as well as churches that support the ministry
- Assist in preparing and administering grants
- Scan bills and share the information with the treasurer

Qualifications:

- A welcoming presence
- At least one-year experience in administration preferable
- Strong computer skills, including proficiency in Microsoft Office Suite programs
- Excellent oral and written communication skills and editorial skills
- Strong organizational skills, including the ability to multi-task
- Christian faith
- Familiarity with Lutheran Church structure and worship is preferable
- Fluency in English

In May and June, 2015, Hope Lutheran Church and LCM voted to enter into a collaborative partnership for at least the next three years. Under this collaborative ministry, the Senior Pastor and Administrative Assistant will be shared between the two ministries. While finances and governance will remain separate, the two ministries will be developing closer bonds in order to mutually support one another and to more effectively share the Gospel with the community.

This person will be on a staff team of six (Senior Pastor, Pastor of Hope, Young Adult Intern, Director of Music, Custodian, Administrative Assistant) and will report to the Senior Pastor and the Pastor of Hope. Evaluations for all staff happen on at least a yearly basis, and a mutual ministry team will be available to support the staff. The primary office will be at the chapel on the University of Maryland, and a parking pass will be provided by LCM. Once a week, the Administrative Assistant will spend his/her office hours at Hope Lutheran Church but will check email, phone messages and mailings for Hope at least three times a week.

The initial term of service is for one and a half years with the opportunity to renew. The position is open and to be filled immediately.

Hours and Salary: The salary for the position is \$16/hour. The position will be 20 hours a week during the academic year at the University (about August 1-December 15 and January 15-May 15) and will be 10 hours a week when the University is on Winter and Summer break (December 15-January 15 and May 15-August 1).

To apply: Please send a resume and cover letter to Lutheran@umd.edu with the subject line, "Administrative Assistant - your name." Questions can be sent to Lutheran@umd.edu