



REJOICE FELLOWSHIP

A Ministry of the ELCA

Administrative Assistant Job Description

Overview: Rejoice Fellowship is a newly formed Lutheran congregation, located in Glen Burnie, MD. We currently worship weekly via Facebook Live, as well as host various weekly ministries online. The pandemic has caused us to dramatically alter how we are church together, but we have not let that stop us completely. We have been in a period of transition even before COVID, and we will be navigating future transitions as well.

Position Overview: We are currently looking for an innovative, creative and organized Administrative Assistant. The primary roles for this individual will be communicating with the congregation via existing and new channels, supporting the Pastor, working with church leaders, and building and maintaining administrative systems that keep the church running.

RESPONSIBILITIES

Communication and Materials

- Curate, design and distribute weekly email and mailed newsletters to the congregation
 - This involves being in strong communication with team leaders and council members, receiving and including updates, and maintaining newsletter contacts.
- Create worship bulletin
 - Work together with the Pastor and Music Director to create, distribute and manage weekly worship bulletin
 - When we eventually go to in-person worship again, print and assemble bulletins
- Distribute home devotionals when requested

Administration and Hospitality

- Develop and maintain systems that keep the operations of the church running smoothly, including:
 - Maintaining membership databases
 - Answering the phone and taking messages as needed
 - Sorting mail
 - Ordering supplies as needed
- Facilitate office financial record keeping
- Manage and distribute capital campaign giving envelopes when requested
- Manage congregational records
- Manage and update congregation calendar

Congregational Life

- With the pastor and church leaders, develop and maintain volunteer management systems
- Develop and maintain office volunteer schedules
- Stay up to date with the goings on of the congregation
- Support pastor in the event of weddings, funerals, and other special services

DESIRED SKILL SETS AND BACKGROUND

- Proven ability to create and maintain organizational systems
- Detail oriented, creative and adaptable to change
- Problem solving skills
- Can complete tasks on a deadline
- Tech savvy, proficiency with at least MS Office, Facebook, and Google Drive, and willingness to learn new technology as needed
- Familiarity and proficiency working with databases
- Strong writing and editing skills
- Ability to share and delegate work in ways tuned to congregants' gifts and abilities
- A high school diploma or equivalent
- A resume with at least two references, at least one professional

Reports to: Pastor

Meets regularly with: Music Director, Congregational Council

Hours per week: 20

Weekly work schedule: Attends staff meeting on Mondays at 11, otherwise schedule is largely 9:30am-2:30pm Monday – Thursday (Sunday morning service is not required but greatly encouraged for congregational familiarity and would count as hours worked)

Compensation: \$19,500 plus 2 weeks paid vacation and paid sick leave. A W2 is provided. No medical benefits.

Please include in your cover letter:

- Why you are interested in the position
- Specific skills and experiences that qualify you for the position
- Where your passions and interests meet this position

Please submit resume, cover letter and references to Maddie Tallman at revmaddietallman@gmail.com