

Administrative Assistant for New Life Lutheran Church
Pearland, TX

New Life Lutheran Church (3521 E. Orange St., Pearland, TX 77581) has an immediate opening for an Administrative Assistant. The Administrative Assistant supports rostered ministers, church council, and church ministry leaders in the administration of the ministry. The Administrative Assistant produces documents and materials for the church that are accurate and visually appealing.

Job Type: This job is a part time position at 20 hours per week (Monday through Thursday, 5 hours per day). The job does not require attendance at worship on Sunday. A background check is required.

Supervision: This position is supervised and reports to the pastor.

Some of the principal functions and responsibilities include:

- Create, proofread, post, and copy church publications, reports, correspondence, and other communications. This includes worship bulletins, announcement flyers, postcards, monthly newsletter, annual report, graphics for monitors, name tags, certificates, and other items (Microsoft suite knowledge required)
- Process church mail and communications to members. Make deliveries to the post office and shipping vendors as needed.
- Answer church phone and route calls/messages to the appropriate staff.
- Administer the church database by updating records and processing information (Fellowship One, training provided).
- Create, proofread, and send the weekly church email communication.
- Answer doors to visitors, maintain the entryway and waiting area.
- Submit bills received and transaction forms for processing.
- Maintain the stock of office supplies and materials including paper, pens, copier ink, etc. Assist in organizing the sanctuary pews with offering envelopes, communication cards, pencils, etc.
- Other responsibilities as needed or required.

For more information or to apply for the position, please send a resume by March 1, 2023 to:

Pastor Clayton Faulkner
pastor@ newlifelutheran.com
281-485-1818