



Job Description

Title	Administrative Assistant	Status	Part Time (Hourly)
Department	Business Operations	Reports to	Executive Director of Ministry Operations

POSITION PURPOSE

Provide support to the Business Office by helping the church to fulfill its mission... *“to encourage all people to know the love of Christ.”*

POSITION RESPONSIBILITIES

1. Support the Executive Director of Ministry Operations
 - Manage the Executive Director’s schedule.
 - Prepare letters and mailings as requested.
 - Assist with the giving process for contributions.
 - Process and maintain background checks.
 - Manage new employment/update process.
2. Support the Executive Assistant to the Senior Pastor
 - Prepare letters and mailings as requested.
 - Assist with scheduling as needed.
3. Provide Office Administration Support
 - Serve as primary office support.
 - Manage the front office volunteer team.
 - Provide database support.
 - Oversee the office supply inventory.
 - Assist with proofing of communication materials as needed.
4. Other duties as assigned.

REQUIRED SKILLS AND ABILITIES

- ❖ Commitment to the mission of Hope Lutheran Church and participation in the life of the congregation.
- ❖ Strong problem-solving and decision-making skills, and ability to adhere to strict confidentiality.
- ❖ Proven ability to function effectively in an environment of changing priorities and frequent interruptions.
- ❖ A sincere warmth, excellent communication skills and record keeping ability.

EXPECTATIONS

- Position days include Monday thru Thursday.
- Position is 20-28 hours per week.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated February 2023