Job Description

Title	Adult Ministry Administrative Assistant	**Status**	Full time non-exempt
Dept	Adult Ministry	**Reports to**	Associate Pastor of Adult Growth

POSITION PURPOSE

Assist the Adult Ministry team with implementing the vision of the church through ministry events, groups, community partnerships, and congregational relationships in order to fulfill Hope Lutheran's mission "*to encourage all people to know the love of Christ.*"

POSITION RESPONSIBILITIES

1. Administrative and Ministry Support
   - Provide support to Adult, Men's, Women's and Young Adult ministries
     - Coordinate, attend, and provide administrative support to team meetings
     - Manage ministry communication needs
     - Coordinate Adult Ministry programming, ministry events and third-party events
     - Oversee the bible study process including the inventory and checkout system
     - Assist the adult ministry team to coordinate and thank volunteers
     - Provide support to small group ministry
     - Order supplies for events, bible studies, small groups while maintaining a budget
     - Assist with new membership administration and provide support to members
     - Serve on the database team, help manage and keep records clean and attend monthly meetings
     - Assist with basic administrative duties: printing, copying, labeling, data entry
   - Serve as administrative assistant of Hope University
     - Assist with the scheduling of appointments and meetings
     - Provide administrative support for Hope University
2. Office Administration
   - Greet and assist visitors and guests for Adult Ministry
   - Serve as the main point of contact for ministry inquiries
   - Enter baptismal record information in the database for newly baptized
3. Other Duties
   - Back-up the HopeCare Administrative Assistant
   - Other duties as assigned

REQUIRED SKILLS AND ABILITIES

- Committed to the mission and core values of Hope Lutheran Church and participation in the life of the congregation
- Must have excellent communication and organizational skills, and accurate record keeping ability
- Proven ability to function effectively in an environment of changing priorities and frequent interruptions
- Team oriented, reliable self-starter, and possess a positive attitude
- Extensive knowledge of Microsoft Office products, familiar with database maintenance and use
- Ability to work Monday through Friday from 8:00 to 5:00 pm

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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: September 2026