



Lord of Life Lutheran Church
1025 Borden Road
Depew, NY 14043

OUR CONGREGATION IS HIRING for the position of Administrative Assistant

Overview:

Lord of Life is a vibrant and growing congregation seeking a detail-oriented Administrative Assistant to join our ministry team. This position offers the opportunity to work in a dynamic office setting, utilizing a variety of skills to support daily operations for our congregation and to interface with the Directors and employees of the Lord of Life Adult & Child Services, Inc. If you are interested in joining our team, contact pastordarcy@lordoflife.us.

Hours: negotiable but generally Monday – Thursday 9 am – 2 pm

Salary range: \$18.50 - \$20.00 per hour based on experience.

Duties:

- Perform general office tasks such as filing, data entry, and maintaining congregational records, and payroll processing
- Assist in event and worship planning and coordination
- Provide a welcoming and professional presence in-person and on the phone
- Maintain confidentiality in matters of pastoral/spiritual care
- Manage office correspondence and communications
- Create weekly and special worship bulletins and other communication tools
- Support proofreading and editing documents
- Assist with scheduling appointments and meetings
- Order supplies and other ministry resources
- Review payroll for processing
- Coordinate and oversee office operations
- Other duties as assigned

Skills:

- Proficiency in management and data entry software and Microsoft Office
- Strong proofreading skills for accurate documentation
- Familiarity with file management
- Excellent interpersonal, written, and verbal communication skills
- Organized and detail-oriented approach to clerical tasks

Qualifications:

3-5 years' experience in an office management and/or secretarial position, preferably in a church environment

Ability to independently prioritize, multi-task, manage workload, and adjust to change in a fast-paced work environment

Physical Requirements:

- Ability to sit, stand, walk, bend, and reach as needed throughout the workday
- Ability to use a computer, phone, copier, and other standard office equipment
- Ability to lift, carry, and move office supplies and boxes of paper weighing up to 40 pounds
- Ability to perform repetitive tasks such as typing, filing, and document preparation

Lord of Life is an Equal Opportunity Employer