

## **IMMANUEL LUTHERAN CHURCH SECRETARY JOB DESCRIPTION**

Reports to and receives supervision from the pastor.

The church secretary is accountable to the pastor and the congregation council president in the conduct of all her/his assignments. Use of personal judgment, discretion, and confidentiality is required in the handling of all responsibilities.

### **KEY COMPETENCIES**

- Hospitality
- Computer literacy
- Verbal and written communication skills
- Confidentiality
- Attention to detail
- Time management
- Interpersonal skills
- Initiative
- Reliability
- Creativity

### **HOURS**

Secretary shall work 4 hours per day, 5-days per week: Monday through Friday. The starting wage is set at \$9 per hour. The secretary's wage will increase to \$11 per hour after successfully completing a 90-day probationary period.

Secretary's office hours are:

Monday	9:00 a.m. to 1:00 p.m. (4 hours)
Tuesday	9:00 a.m. to 1:00 p.m. (4 hours)
Wednesday	9:00 a.m. to 1:00 p.m. (4 hours)
Thursday	9:00 a.m. to 1:00 p.m. (4 hours)
Friday	9:00 a.m. to 1:00 p.m. (4 hours)

### **SPECIFIC DUTIES**

1. RECEPTIONIST
2. PREPARE DOCUMENTS AS REQUIRED
3. MANAGE CHURCH RECORDS
4. SCHEDULES
5. PREPARE ANNUAL REPORT
6. SUPERVISE VOLUNTEER OFFICE WORKERS
7. SUPPLY INVENTORY