



Job Title: Administrative Assistant

Reports to: CFO

Classification: Part-time (24 hours per week), hourly, exempt

Position Description: The Administrative Assistant position serves to provide administrative support to the administration team and staff at Calvary Lutheran Church of Golden Valley.

General Expectations:

- Live out Calvary's mission, priorities and prayer, applying them in your personal and professional life with vigor and excellence.
- Operate as an accountable, authentic, caring, collaborative, team-first staff member, encouraging, praying for and building up co-workers, volunteers, congregants and guests.
- Be intentional about one's spiritual growth and development.

Key Responsibilities:

- Maintain all official church records, including contributions, membership, attendance, baptisms, weddings, funerals and other special events.
- Manage the Calvary Columbarium serving as the administrative supervisor and attending all Calvary Columbarium board meetings.
- Coordinate memorial lists and communicate with contributors.
- Provide backup support for the accounting and finance department.
- Serve as the financial administrator for funerals (accounts receivable and accounts payable).
- Provide administrative support to Church Council, including maintaining council roster, communicating meeting notices, distributing council minutes and supervising annual meeting support.
- Other duties as assigned.

Qualifications, Skills and Knowledge:

- Significant computer experience, including demonstrated competency in Microsoft Office and the Google Suite
- 3-5 years of administrative assistant experience
- Superior organizational skills
- Excellent written and verbal communication skills
- High school graduate or GED equivalent required; college degree preferred
- Demonstrates outstanding customer service
- Flexible, able to deal with multiple projects and prioritize based on need