

Job Title: Administrative Assistant

Location: Kihei Lutheran Church, Kihei, Maui, Hawaii

Reports to: Administrative Team; works closely with the Pastor

Position: Part-time

Kihei Church is seeking a reliable person to serve as our Administrative Assistant. This individual will be the main point of contact to the church with a welcoming and aloha spirit. Duties will include handling communication through phones, emails, worship bulletins, eblasts and newsletters. The Administrative Assistant will work closely with the pastor. Specific duties are listed below.

Administrative Assistant Tasks Upon Hiring

(These are items that need to be accomplished on a regular basis from the beginning of hiring this new employee.)

- Answer phones and emails, respond to questions and/or gather information provided. Respond to those items to which the Administrative Assistant has or can easily gain information.
- Pass on inquiries to the Pastor or Council member liaisons for items pertaining to their areas of concern.
- Greet visitors to the church office and determine needs or requests. Answer those items for which you have information or pass on inquiry to the Pastor or Council member liaison as needed.
- Compile information and prepare the bulletins for all worship services and provide materials to those assisting with the services.
- Compile information and prepare the weekly eblast. Email/mail to KLC `ohana.
- Maintain supplies needed for the office and for worship services.
- Schedule requests to use KLC facilities as requested.
- Maintain the church calendar.
- Prepare slides for Sunday Services using the Proclaim software.
- Receive prayer requests and email those requests to those on the Prayer Chain.

Monthly

- Compile information and prepare the monthly newsletter. Email/mail to KLC `ohana.
- Compile information, minutes and reports for Council and send to Council members.
- Work with the bookkeeper as needed to compile budget information for Council or other meetings.
- Attend monthly Council meetings in order to gather information helpful to working in the office and answering questions from Council pertaining to the Administrative Assistant work. This will not require this employee to stay for the entire meeting.

Annual Duties

- Compile and prepare the Annual Report from information provided by the Pastor, council liaisons and other team leaders
- Work with the Bookkeeper to prepare the annual budget, providing information for the administrative section of the budget.
- Work with the Bookkeeper and Financial Secretary to send letters and annual statements of giving to all who donated throughout the year.
- Work with the Financial Secretary as needed to send information by mail, email, in bulletins, eblasts and newsletters for the annual stewardship campaign.

Additional Duties

(These are duties that can be included as the new hire becomes familiar with the regular daily, weekly and monthly tasks.)

- Maintain the church website and facebook.
- Keep church member records updated in order to do the annual parochial report

Requirements for Hiring

- Agree to keep KLC information and KLC 'ohana information confidential.
- Ability to communicate properly in speech and in writing. Knowledge of spelling and grammar.
- Ability to use computer programs and learn new programs as needed to complete this job.
- A reference check will be part of the hiring process.

To Apply

Please send a brief cover letter and resume to personnel@kiheilutheran.org. Applications will be reviewed as they are received.