

**FAITH LUTHERAN CHURCH**  
**JOB DESCRIPTION:**  
**PART TIME ADMINISTRATIVE ASSISTANT**

- 30 hours per week,
- 9 a.m. - 3 p.m. Monday-Friday

Primary Responsibilities include the following:

Receptionist

1. Greet visitors to the office and connect them with the appropriate staff member to meet their needs.
2. Answer telephone calls for church and preschool.

Secretary

1. Produce weekly worship bulletins & announcements
2. Produce monthly newsletters.
3. Facilitate publication & distribution of member mailings.
4. Retrieve mail from mailbox & distribute to staff.
5. Collect outgoing mail and take to Post Office as needed.
6. Assist Business Manager with record keeping and filing.
7. Assist staff with telephone calls and e-mail communications.

Successful applicants for this position will be expected to:

- Use a multi-line telephone system.
- Operate standard office equipment.
- Display basic computer skills including use of MS Publisher, MS Word, & MS Outlook.
- Multi-task.
- Maintain a positive attitude & working environment.
- Maintain confidentiality.

All employees are subject to a criminal background check.

# APPLICATION FOR EMPLOYMENT

**POSITION APPLYING FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## PERSONAL INFORMATION

Legal Name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security: \_\_\_\_\_

Are you at least 18 years old?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

United States Visa status, if applicable: \_\_\_\_\_

Have you been convicted of a felony?  Yes  No

If yes, please explain circumstances:

\_\_\_\_\_  
\_\_\_\_\_

## POSITION INFORMATION

Position(s) applying for: \_\_\_\_\_

Salary desired: \$ \_\_\_\_\_

Employment status desired:  Full Time  Part Time  Temporary

If hired, when could you start? \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

*Please attach your resume listing previous work experience and educational achievements as well as 3 references and their contact information*