

Administrative Assistant

Our Savior's Lutheran Church in Hibbing is seeking an Administrative Assistant to manage the office and administrative functions of the congregation.

Work responsibilities will include:

- Answering phones and directing calls
- Greeting people who come into the office
- Keeping the master congregational calendar of events and making sure that staff are aware of events that affect them
- Preparing and printing weekly and special bulletins
- Compiling, preparing, printing, and distributing the congregational newsletter
- Submitting bills for approval and assuring that financial obligations are paid in a timely manner
- Preparing payroll twice monthly
- Recordkeeping for pastoral acts
- Communicating with congregational members
- Managing and distributing meeting minutes submitted by committees and the church council
- Other general office procedures and tasks as assigned

Minimum qualifications

- Knowledge of and experience with basic Accounting principles
- Unwavering organizational skills
- Self-disciplined in delivering timely, accurate results
- Ability to cheerfully work with a variety of personalities
- Absolute commitment to maintaining confidentiality of sensitive information
- Skilled with multi-tasking
- Flexibility when priorities shift
- Success in working as a pivotal part of the staff team
- Strong knowledge of use of Microsoft Word and basic office machines

Preferred qualifications

- Experience with non-profit organizations
- Knowledge of PowerPoint and Excel

Hours of work

8:00 a.m. to 4:30 p.m., Monday through Friday

To apply

Submit your resume to:

Personnel Committee

Our Savior's Lutheran Church

501 E 23rd Street

Hibbing, MN 55746

or email it to oslchibb@mchsi.com