**Administrative Assistant**

HOPE LUTHERAN CHURCH - Essex, MD

The Administrative Assistant (Admin) will report to the Pastor of Hope Evangelical Lutheran Church. The Administrative Assistant is an integral part of the churches daily life. The Admin is the first contact someone may have with our church when calling or visiting for information and guidance.

**Details of Responsibilities:**  
1. Typing all pastoral and church correspondence.  
2. Complete the weekly Worship bulletins, monthly calendar, monthly Messenger, and other necessary communications. This includes making copies and mailing as instructed by the Pastor.  
3. Answer the telephone and take messages when required.  
4. Open envelopes and disperse all mail to the proper person(s) or committee within the congregation. All mail that is received from a government agency should NOT be open, but placed in the mailbox of recipient and they should be notified by phone or email.  
5. Scan and email all incoming bills to the Treasurer.  
6. Manage the inventory of office supplies and equipment. Make appropriate contacts when service on office equipment is necessary.  
7. Order all supplies for office, worship and other needs of the church as direct by the Pastor or Church Leader. Office supplies should be order. Send all receipts to the Treasurer via email and file a copy in the office.  
8. Filing all necessary documents.

Job Type: Part-time

Salary: $9,500.00 /year

Experience:

* Administrative Assistant: 3 years or more.
* Data entry: 1 year

Education:

* High school or equivalent

License:

* Driver's License