**Job Announcement**

**Administrative Assistant**

**(Part-time, approximately 20 hours per week)**

**Hope Evangelical Lutheran Church and Student Center**

**4201 Guilford Drive**

**College Park, MD 20742**

**and**

**Lutheran Campus Ministry**

**University of Maryland**

**College Park, MD 20741**

**Overview**

Hope Lutheran Church and Student Center is a community of believers committed to these core values:

* Welcoming
* Growing Disciples Who Lead
* Loving our Neighbors, Near and Far

These values guide the congregation in living out God’s mission in the world as bearers of the Good News of Jesus Christ.

Lutheran Campus Ministry (LCM) at the University of Maryland is a community that gathers all students to live joyful lives following Jesus. The Humble Walk is the name of the student group at LCM.

Our entire staff team works together to support the congregation, campus ministries, and surrounding community. The administrative assistant serves as a member of the collaborative staff team, which also includes: senior pastor (LCM campus pastor), pastor (Hope pastor), LCM program assistant, Hope director of music ministries, and Hope custodian.

We seek an administrative assistant who is passionate about working in a congregation and campus environment, and possesses the necessary skills to manage general office functions and foster collaborative relationships. Our staff team conducts regular staff meetings that include time for logistical work, devotions, prayer, and Bible study.

The primary duty station will be at Hope. At least once a week, the administrative assistant will work on-site in the LCM office located at the University of Maryland Memorial Chapel.

General Duties:

* Provide courteous, informative, pleasant and prompt assistance to those persons who telephone, visit the offices, or e-mail requests
* Manage the offices of Hope and LCM, including the ordering general supplies and equipment and the handling of correspondence
* Assist with the preparation of worship materials, teaching documents, and other items
* Maintain Hope and LCM files, records, and databases
* Coordinate Hope and LCM calendars
* Participate in regular staff meetings, team building and faith- enriching activities, and occasional team retreats. Meet regularly with the pastoral staff regarding administrative needs for both ministries.

Hope Duties:

* Serve as focal point for office visitors and telephone contacts, routing messages as appropriate
* Prepare, print and fold worship bulletins for Sunday morning and special services, funerals, weddings, and special occasions
* Ensure the readiness of the worship space for worship, in partnership with congregation volunteers
* Relay visitor book information to the pastors
* Maintain bulletin boards, kiosks, and visitor book, in partnership with congregation volunteers
* Develop and maintain the worship assistant schedule, in partnership with congregation volunteers
* Assist with preparation of newsletters and other documents, and distribute them electronically or via postal mail, in collaboration with the pastors and congregation volunteers
* Ensure the office computer and associate electronic equipment maintains proper IT security, in partnership with congregation volunteers
* Assist the pastors with maintaining accurate membership records
* Manage and update the office voice mail system and transcribe voice messages
* Maintain the congregation archives (both electronic and hard copies), in collaboration with pastors and congregation volunteers
* Maintain and update the membership directory (both electronic and hard copy)
* Collect and prepare materials for the congregation's annual report
* Mail yearly giving statements in January, in partnership with financial secretary

Lutheran Campus Ministry (LCM) Duties:

* Maintain the web page and update it as needed, in partnership with students and the campus pastor
* Maintain Twitter and Facebook accounts, in collaboration with the students and the LCM program assistant
* Record and deposit contributions. With the campus pastor, prepare giving statements and thank you notes
* Supervise e-mail notifications and mailings to students, faculty, alumnae/I, clergy, and congregations
* Provide administrative support to the LCM Directing Committee, upon request
* Maintain a digital photo library of activities and events
* Manage and maintain the contact database of current students, alumnae/i and friends, and congregations
* Assist with the preparation and administration of grants
* Document and record invoices and provide the relevant information to the LCM treasurer for payment

Qualifications and Core Competencies:

* Ability to provide a welcoming presence to all persons who contact or visit the ministries
* Ability to exercise strict discretion and confidentiality
* Demonstrate strong organizational skills and the ability to multi-task
* Possess at least one-year experience in administration
* Possess strong computer skills, including proficiency in Microsoft Office Suite programs and website management
* Excel in oral and written communication; communicate fluently in English
* Ability to work with/create consensus with a wide range of ages and personalities
* Ability to work as part of a cohesive team
* Ability to plan ahead and adaptability to unexpected situations

This position is based upon a one-year contract, with an option to renew annually. The selected applicant will be required to complete a background check prior to beginning employment.

To Apply:

The Application for Employment form may be found at <www.hopecp.org>. Hope’s personnel policies are available on request.

To apply: Complete the Application for Employment and return to <pastor.hopecp@gmail.com> with the subject line, “Administrative Assistant - your name.”

Applications will also be accepted via postal mail.

Deadline: All applications postmarked/received by April 21, 2017 will be reviewed.

Salary and Hours:

The salary is $16/hour. During the University of Maryland academic year, workload will be approximately 50% of the time for Hope activities and 50% for LCM activities. The position is 20 hours per week during the academic year (approximately August 1-December 15 and January 15-May 15) and 10 hours per week when the University is on break (approximately December 15-January 15 and May 15-August 1).

Organizational Structure:

*Hope is a member congregation of the Metropolitan Washington, D.C. Synod of the Evangelical Lutheran Church in America (ELCA). LCM is one of the Synod's non-parish ministries; the Lutheran campus pastor at LCM serves the campus under call from the Synod.*

*In 2015, Hope and LCM entered into a three-year collaborative partnership under the auspices of the Synod. Within this framework, the senior pastor (serving part-time at Hope, full-time at LCM) and the administrative assistant are shared positions between the two ministries. While finances and governance remain separate, the collaborative relationship enables the two ministries to develop closer bonds in order to mutually support one another and to share more effectively the Gospel with the community.*