

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

**Hope Evangelical Lutheran Church and Student Center  
4201 Guilford Drive  
College Park, MD 20740  
and  
Lutheran Campus Ministry  
2103 Memorial Chapel  
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: Hope pastor, LCM campus pastor, LCM program assistant, LCM alumni relations coordinator, 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.

## Hope Duties:

- Serve as focal point for office visitors, telephone contacts, correspondence and email
- Serve as the focal point for contacts with the church, such as the snowplow and towing company
- Prepare, print, fold and staple worship bulletins for Sunday morning and special services, funerals, weddings, and special occasions as needed, in a timely manner
- Ensure the readiness of the worship space for worship in partnership with congregation volunteers (altar care volunteers, securing seasonal flowers for Easter/Christmas)
- Maintain visitor book and relay visitor book information to the appropriate pastor
- Maintain bulletin board in partnership with congregation volunteers
- Develop, maintain and coordinate the worship assistant schedule in partnership with congregation volunteers
- Assist with preparation of newsletters, documents and notifications to the appropriate members as needed to include electronic or postal mail as required by the pastor
- Ensure the office computer and associate electronic equipment maintains proper IT security with corresponding accounts for regular users, to include securing/installing programs and antivirus software
- Assist the pastor with maintaining accurate membership records, to include all processes of welcoming and voting in all new members
- Manage and update the office voice mail system and transcribe voice messages in a timely fashion to ensure member's needs are met
- Maintain the congregation archives (both electronic and hard copies), in collaboration with pastors and congregation volunteers
- Maintain and update the telephone directory (digital and hard copy) and disseminate as needed
- Collect and prepare materials for the congregation's annual report (digital and hard copy) and disseminate as needed
- Assist the financial secretary to coordinate yearly giving statements in January, to include providing postal addresses, stamps/envelops, email addresses and anything required to ensure all letters are sent by January 31
- Assist the financial secretary with maintaining two-person-integrity to oversee and make deposits of offerings
- Create or maintain forms or signs needed for the functioning of the church (attendance, finance, library, guest book to name a few)
- Maintain the library lending book to ensure adequate pages for signing out books and printing labels to place in new books
- Coordinate building maintenance with the building manager to include escorting repair technician and inspectors, coordinating with Orkin or calling out electrical outages, phone repairs, meeting key requirements and other church contracts
- Coordinating with the building custodian to ensure the proper level of cleaning supplies, tissue, soap, detergents are available for her to do her job. This may include shopping and filing for reimbursement.

- Maintain and manage church parking program to include generation of contracts and application forms, coordinate with individual drivers and corporate parkers, identifying cars that are not authorized parkers, collecting parking fees, coordinating with Alley Cat towing company as needed. This includes contacting parkers during special needs, emergencies and enforcing the no-parking on weekends policy. This may involve traffic control for special functions.
- Coordinate with the football parking team to remind parkers of the special events and calls to alert them to move
- Serve as communication hub for Children's Sunday school
- And other tasks as needed as the needs of the church change

#### Lutheran Campus Ministry (LCM) Duties:

- Attends weekly LCM staff meeting and takes notes and maintains history
- Weekly one-on-one check in with the Campus Pastor
- Works closely with the LCM Alumni Director to provide administrative support, including updating contributions, address changes and adds constituents to Little Green Light, our fundraising database
- Responds to correspondence and projects as needed
- Generates correspondence as needed
- Generates and sends end of the year tax forms for donors
- Maintains the digital library for photos and documents, and ensures that the right people can access them
- Supports the Directing Committee chair and executive team with any documents and information that they need
- In coordination with the Campus Pastor, ensure that the office has the correct supplies needed for the ministry
- And other tasks as needed as the needs of the ministry changes

#### 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, able to multi-task and work without direct supervision
- Possess at least one-year experience in administration (preferred)
- Possess strong computer skills, including proficiency in Microsoft Office Suite, antivirus protection and the ability to learn new programs
- 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](http://www.hopecp.org). Hope's personnel policies are available on the website.

To apply: Complete the Application for Employment and return to [pastor.hopecp@gmail.com](mailto: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 November 30, 2022 will be reviewed.

#### Salary and Hours:

The salary is \$18/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 approximately 20 hours per week during the academic year (approximately August 1-December 15 and January 15-May 15) and about 10 hours per week when the University is on break (approximately December 15-January 15 and May 15-August 1). Schedule is somewhat flexible, though roughly 10am-3pm Tuesday through Friday, with a mix of remote and in-person work.

#### 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. The partnership continues in many ways, and since 2015 the administrative assistant is a shared position 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.*