Job Opening: Administrative Assistant
Good Shepherd Lutheran Church (GSLC), Lawrence, Kansas

Schedule: Part-time (20 hours/week), Monday–Friday, 9:00 AM–1:00 PM (flexibility during seasonal events)
Reports to: Pastor

About the Role

The Administrative Assistant is a key member of the GSLC team, providing essential support to ensure smooth day-to-day operations. This role combines administrative expertise, strong communication skills, and a commitment to confidentiality. You'll work closely with the Pastor, staff, and congregation members in a collaborative and welcoming environment.

Key Responsibilities

- **Office Administration:** Manage scheduling, filing, phone reception, records, and general office tasks.
- **Communication & Publications:** Prepare and edit bulletins, newsletters, and electronic communications; draft correspondence; maintain church directory.
- **Recordkeeping:** Maintain membership, giving, and vital statistics records; generate reports using QuickBooks.
- **Website & Digital Presence:** Update website content and recommend improvements.
- **Facility Coordination:** Maintain master calendar; schedule events and ensure proper follow-up.
- **Financial Support:** Process contributions, reconcile accounts, assist with payroll and tax reporting in collaboration with the Treasurer.
- **Reception:** Greet visitors and answer calls with professionalism and warmth.

Qualifications

- Proven experience in office administration or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher) and QuickBooks.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and demonstrate discretion.
- Organized, detail-oriented, and able to manage multiple priorities.

Preferred Skills

- Experience with website content management.
- Familiarity with church operations or nonprofit environments.
- Comfort working with volunteers and coordinating projects.

Benefits

- Paid holidays and vacation per GSLC Personnel Policies.
- Flexible schedule during seasonal church activities.

Pay Rate: Starts at $13.50, depending on skills and qualifications.

Where to send resume: gslcpastor@sunflower.com