

Administrative Associate (PT)

Transfiguration Lutheran Church - Bloomington, MN

Mission and Identity

Transfiguration Lutheran Church (TLC) is a vibrant and healthy congregation located in Bloomington Minnesota. Transfiguration Lutheran Church welcomes all who seek to experience the joy of God's love and grace. We welcome all because God welcomes all people of every race, culture, sexual orientation, gender identity, and relationship status. Our unity is in Christ. Therefore, we walk with each other through addictions, physical and mental illnesses, legal and socio-economic circumstances, and other life challenges. All are welcome here.

Job Summary

- This is a part-time position and primarily serves as administrative support for print communications, membership management and general church operations.

Skills needed

- Proficiency in computer skills in word processing and desktop publishing using Microsoft Word, Microsoft Publisher and Windows
- Comfort with database use, management and data entry (Servant Keeper software)
- General office skills, excellent communication skills, knowledge of office equipment, ability to work independently
- Sensitivity to the needs and requests of staff, members of the congregation, visitors and guests
- Ability to maintain the highest level of confidentiality at all times for both staff and congregation members
- Commitment to the team spirit inherent in multiple staff ministry

Tasks

- Provide administrative support to pastors and program staff
- Print communications
- Update and maintain membership database
- Assist in the production and processing of printing and mailings including financial statements
- Process daily mail; ensure adherence to quality standards; correcting errors or problems
- Manage office supply inventories
- Answer telephone when others are not available
- Prepare new member materials

- All other tasks as assigned

Other Expectations

- Understands and fully supports the mission, vision, and beliefs of Transfiguration Lutheran Church.
- Probable schedule: Monday-Thursday 9am-2pm.
- This is an “in-office” position with no “work-from-home” option.

Contact

- For more information or to apply, please contact Pastor Arthur at amurray@tlcmn.com