



# NORTH AMERICAN LUTHERAN CHURCH

## Office Assistant

**Job Title:** Office Assistant

**Reports to:** Office Administrator

**Department:** Administration

### General Purpose:

The Office Assistant is the face of the organization. The Office Assistant gives the first impression of the North American Lutheran Church. The Office Assistant must have the qualities of friendliness, politeness, and possess strong skills in hospitality as well as work as a vital part of the administrative team.

This position will be located in Dallas/Fort Worth.

### Essential Duties and Responsibilities:

- Welcome guests and ensure their comfort in the office environment
- Answer phones and email and direct them to the appropriate person
- Make appointments, phone calls, and travel arrangements for the Bishop and his staff as needed
- Assist with carrying out the plans for meetings that are held in the Continental Office (including arrangements, organizing meals, beverages, materials, etc. needed for meetings)
- Make copies and assist with assembling mailings and materials
- Data entry into Donor Perfect, Airtable, Excel etc.
- Assist the Office Administrator at Pastor's Conference and Mission Convocations with registrations, documents, materials and arrangements

### Minimum Requirements:

**Education:** High school diploma required.

**Experience:** Previous office experience preferred. Previous church body work experience preferred. Willingness and eagerness to learn required.

### Skills:

- Knowledge of Microsoft Office (Outlook, Word, Excel, Powerpoint, etc.)
- Excellent verbal and written communication

- Excellent customer service and phone etiquette
- Ability to prioritize, plan and organize
- Ability to be flexible and adaptable in a fluid work environment

**Faith:** This position must be held by an individual who is an active, involved member of an NALC or other orthodox Christian church and who is committed to the Church's mission on earth. No other background can substitute for this requirement.

	SELDOM	OCCASIONAL	FREQUENT
Working Alone			X
Work with Others			X
Public Speaking	X		
Local Travel		X	
National Travel		X	

<b>Eligible for Overtime:</b> Yes (if approved)	<b>Pay Type:</b> X Hourly	<b>Salary:</b> \$18-23/hour Salary commensurate with education and experience.
--	------------------------------	--

Submit resume and cover letter to Rev. Amy Little, General Secretary of the North American Lutheran Church: [alittle@thenalc.org](mailto:alittle@thenalc.org)