



Woodbury, Minnesota
Job Description

Resurrection is a congregation of the Evangelical Lutheran Church in America
To call all people to a vibrant life of faith in Christ.

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| Position Title | Office Assistant, 10-12 hours per week, supervised by Senior Pastor |
| Team | Resurrection Staff |
| Resurrection Values | <p>Faith: We value growing in our relationship with God</p> <p>Integrity: We value relationships that are healthy and whole.</p> <p>Collaboration: We value a community that is moving together to connect to God’s movement in the world.</p> <p>Service: We value providing for the needs of others in Jesus’ name.</p> <p>Welcoming: We value all people and strive to love one another as Jesus loves us.</p> |
| Core Purpose | To work collaboratively with Resurrection Staff to provide ministry support. |
| Responsibilities | <ul style="list-style-type: none"> • Greet members, guests and visitors • Answer phone and direct calls as necessary • Provide assistance and administrative support to other staff • Coordinate and process church mailings • Process and distribute incoming mail • Schedule meetings and maintain church calendar • Create and process registrations • Order office and worship supplies • Support membership database maintenance and report generation • Organize and maintain order in church lobby and bulletin boards |
| Qualifications Required | <ul style="list-style-type: none"> • Microsoft Word, Publisher, Excel or other database experience • Ability to navigate internet and social media technologies • Excellent written, oral and interpersonal communication skills • Well-organized, efficient and ability to manage multiple projects • Maintain confidentiality |

Anticipated Start Date: March 1, 2018

Salary: The salary will be within the St. Paul Area Synod guidelines, based upon experience and education

To Apply:

Please submit to Resurrection Lutheran Church, 9925 Bailey Road, Woodbury, MN 55129 or pdean@resurrection-woodbury.org