

Office Assistant Job Description
Good Shepherd Lutheran Church
Herndon, VA

Position Description

Good Shepherd Lutheran Church is looking for the right person to fill the Office Assistant (OA) position. The OA will provide administrative, clerical, and staff support. The OA should be reliable, flexible, a team player, detail oriented, and have good organizational skills as well as capacity for sound listening, writing, editing, and oral communication. The OA should be proficient with Microsoft Office and be familiar with or have the ability to learn online programs and software used by Good Shepherd.

The OA position is a part-time position consisting of 20 hours work per week. Specific hours worked each day will range from 4 to 7 hours, between 8:30 AM and 4:00 PM and with Fridays off. Paid Time Off (PTO) is provided.

General Duties and Responsibilities

- create weekly, holiday, and special service bulletins
- create weekly worship materials
- record worship service attendance
- maintain the membership database
- update the guest log
- attend staff meetings
- answer the telephones
- greet walk-in guests
- receive mail and deliveries
- fill in when the Administrative Assistant is on vacation/away from the office
- work with the Administrative Assistant to recruit and coordinate volunteer assistance for appropriate tasks

Contact Michele at Good Shepherd Lutheran Church with any questions by calling 703-437-5020. To apply, email michele@gslcva.org with your résumé (in the subject line of the email, please note “applicant for Office Assistant”).