



Administrative Assistant

- Job Title:** Administrative Assistant
Location: Cross of Christ Lutheran Church, 411 – 156th Ave NE, Bellevue
Terms: Monday-Thursday; 16-20 hours/week
Salary/Rate: \$22-28/hour depending on experience
- About us:** We are a church who is involved with our community, values hospitality, and welcomes all.
- About the role:** The successful candidate will manage the day-to-day operations of the church office and act as the primary point of contact for members and guests and prospective facility users.

Responsibilities:

- Answer and redirect phone calls, respond to emails, and take messages.
- Greet members and visitors.
- Schedule events appropriate to our site.
- Maintain scheduling calendar and communicate with other staff.
- Maintain church communication resources including website and on-site postings.
- Prepare and print bulletins.
- Distribute meeting notices and announcements.
- Coordinate Sunday morning worship participants including organists, musicians, lectors, etc.
- Order office supplies and consumables for equipment.
- Operate and maintain office equipment, including computers, fax machines, and copy machines.
- Complete other functions as assigned and related to this position.

Candidate Requirements:

- Proficient in Microsoft Office Suite and Constant Contact; willingness to learn church management software.
- Have strong organizational and interpersonal skills
- Work effectively and communicate with the public and fellow employees
- Follow written and oral instructions
- Ability to complete all responsibilities as listed
- Present a neat and professional appearance

To apply:

Please send resume and cover letter to personnel@crossofchristbellevue.org