



1300 East 10th Street Sioux Falls SD 57103-1796
605-336-3597; Fax: 605-336-8660 www.eastsidelc.org

Job Description

Position: **Receptionist/Secretary**

Reports to: Office Manager

Hours: Monday-Friday, 8:00 am—Noon, 1:00 pm to 4:30 pm
Sundays, 8:00 am—11:00 am

Essential Duties

- Receptionist; be the voice of East Side and the daily greeter to all office visitors
- General office duties
- Call hospitals daily and report members admitted
- Maintain the calendars of the congregation
- Prepare and print publications, i.e. worship bulletins, weekly announcement sheets and monthly newsletters, annual reports, special mailings, etc.
- Record keeping of church acts: baptisms, confirmations, weddings, burials
- Prepare certificated for baptisms, new members, etc.
- Secretary to the Program Staff (pastors, education and music personnel)
- General Correspondence
- Service Team Correspondence
- Maintenance of church membership list
- Order office supplies as needed
- Cass Report (every six months)
- Record communion cards

Standards:

Be personable and able to communicate effectively. Demonstrate professionalism, courtesy and discretion in working with both internal and external contacts. Demonstrate a high level of integrity, dependability, and enthusiasm. Have an appreciation for confidentiality. Willing to put forth the extra effort when necessary. Work as a member of the overall ministry team of East Side Lutheran Church.

Knowledge and Skill:

Prior experience in general office environment. Computer literacy with Microsoft Word and Microsoft Publisher. Ability to learn **Shepherd's Staff**, specific church membership program. Demonstrate working knowledge of composition, grammar, spelling and vocabulary skills. Interpersonal skills, including oral and written communications. Bookkeeping skills helpful.