

General Secretarial Duties

- Greet visitors to church and school
- Answer Phone (multi-line system); direct calls and voicemails
- Print or copy bulletins, newsletters, service folders, children's bulletins; Folding as needed
- Prepare and print school and church calendars, including hot lunch schedule
- Record weekly offerings from envelopes & Vanco
- Membership software and church records
- Keep school records; transfer of student information
- Annual church offering envelope order, preparation, distribution
- Receive and distribute the daily mail
- Distribute information to member mailboxes; keep nametags up to date
- Distribute information via postal mailings as needed
- Print and distribute the Pioneer Press
- Send church membership transfer letters and records as requested
- Send welcome letters
- Prepare hymn boards
- Fill oil candles
- Purchase communion supplies
- Cradle Roll secretary coordination; Cradle Roll Board
- Order maintenance supplies
- Maintain Friendship registers
- Coordinate Picture Day
- Coordinate Flue Shot clinic, vision and hearing screenings
- School milk program
- Student medications
- Hot lunch count and call in to NFDL schools the daily order
- Prepare student orientation folders

Important considerations for this position include but are not limited to ...

- Accuracy and dependability in handling any church/school funds and memorials
- Ability to keep all office business confidential (a confidentiality agreement will be required)

Pay and Hours

- \$14/hour (single insurance if not covered under a spouse's plan)
- 40 hours a week (Mon. – Fri.) when school is in session and 30 hours a week (Mon. – Fri.) during the summer
- There is some flexibility in the schedule and hours especially during the summer months

Submit resume to the office before the end of October.