

Front Desk Administrator (Part-time) at Good Shepherd Lutheran Church - Naperville, IL

Looking for a part-time position to create more balance in your professional, personal, and spiritual life?

We're hiring a part-time Front Desk Administrator who will welcome and greet visitors, answer the phone, and provide additional administration support to the church. We are looking for someone who is well organized, can work both individually and on a team, and has a blend of social and administrative skills.

Job Location: This is an onsite position in Naperville, IL.

Hours: Part-time- 20-30 hours/week

Benefits:

- Paid time to include holidays, vacation days, personal days, and sick time.
- Discounted tuition on the Good Shepherd Preschool.

Good Shepherd Lutheran Church in Naperville

Good Shepherd Lutheran Church in Naperville is focused on serving the spiritual needs of our community and on leveraging the time, talent, and financial resources to help others in our community, across the nation and around the world. Good Shepherd has about 1,000 active members who attend worship and ministry events regularly. We have over 15 different ministries to connect with members of the church ranging from children, teens, and adults. In addition, Good Shepherd has a preschool focused on early education for 2.5-5 year olds. To learn more about our church, visit us at www.goodshepherd-naperville.org.

Responsibilities:

- Interacts with staff, volunteers, and visitors in a friendly and professional manner and answer any questions they may have.
- Supports various operational areas such as communications, wedding, funeral, and special events coordination and facility scheduling.
- Manages the database to track ministry groups, event registrations, and church membership information; provides information to others and prepares reports as requested.
- Manages the Senior Minister's calendar of internal and external meetings, appointments, and events, including managing reservations, accommodations, and details for out-of-town trips.
- Composes, types, edits, and proofreads letters, emails, brochures, slides, and other related materials utilizing Microsoft Office, Google Docs, Canva, Constant Contact, and other programs.
- Creates prints, collates, assembles, and mails documents.
- Completes administrative projects including filing, faxing, scanning, and assisting and training others with standard office equipment and processes.
- Assists in keeping all workrooms, supply areas, and other assigned areas stocked and organized.
- Attend staff meetings as needed.

Requirements

Education and Experience:

- 3 or more years of general office practices and administrative duties (preferable in a church environment or other service-related industry)
- Associate degree or equivalent in previous work experience

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills via phone, in person, and digitally
- Well-developed organizational skills, prioritization skills, and attention to detail.
- Proficiency in Microsoft Office, Google Docs, and database management systems (i.e., Realm).
- Ability to answer a multi-phone line system.
- Ability to work as part of team with shifting priorities.

Spiritual Development and Traits:

- Support and model Good Shepherd's mission outcomes as *God calls us to be a ... God Pursuer, Stronghold Breaker, Gift User, Relationship Builder, Faith Sharer, Generous Giver*
- Desire to continuously learn and serve others
- Ability to discern needs and respond appropriately, sensitively, and proactively
- Able to uphold a high degree of confidentiality
- Honest and trustworthy

To Apply: If you are looking for a part-time role within a faith-based organization, we would like to speak with you! Please submit your cover letter and resume at

<https://goodshepherdlutheranchurch.recruitpro.com/jobs/279824-52777.html>

Good Shepherd Lutheran Church is an equal opportunity employer.

Key Words: Executive Assistant, Exec. Assistant, Exec Admin, Front Desk Coordinator, Administrative Assistant, Admin Assistant, Receptionist, Church, Ministry, AA, Administrative Coordinator, Reception Admin