



North Carolina Lutheran Men in Mission Job Description for Part Time Administrative Assistant

Objective: To provide administrative support of the programs and activities of the North Carolina Lutheran Men in Mission (NCLMM) on a part time basis.

Skills: Writing composition, use of Microsoft Office programs including Word, Excel, and PowerPoint; organizational skills to coordinate events and activities of NCLMM. Person must have knowledge of the workings of the Church. Self-initiating, someone who can follow through and/or follow upon tasks in a friendly manner.

Oversight: The Men's Ministry Coordinator has general oversight of the Administrative Assistant. The full Executive Board has the sole authority and prerogative to define employment, job responsibilities, benefits, and compensation. This is a part-time position and requires working two days a week at the NCLMM office located at the North Carolina Synod in Salisbury, NC.

Evaluation and Compensation: The Administrative Assistant reports directly to the Men's Ministry Coordinator. Salary is negotiable. Compensation is reviewed annually.

Duties:

- Receive and process all checks received, which includes entering information from the checks to the spreadsheet, making bank deposits and getting above information to the Treasurer/bookkeeper of NCLMM.
- Get NC Synod postage and printing invoices to the Treasurer/bookkeeper for payment.
- NCLMM Charters- file application; send Charter certificate/seal to the chartered church and keep annual listing.
- Honorary Life Memberships and Honorary Memorial Memberships- file application, compose and produce a Resolution and Certificate. Mail to the designated person/church and contact the President with church's request for a formal presentation.
- Extra Milers- file applications, send letter with pin as needed, record listing of annual recipients.
- Maintain updated roster of NCLMM Executive Board with addresses and contact numbers.
- Assist the Home Mission Foundation by checking their Post Office Box once a week and processing mail which may include donations. Send updates of contributions to president, Home Mission Foundation as needed.
- Attend quarterly Executive Board meetings.
- Contact Executive Board Officers on issues as needed.
- Perform other duties as assigned.
- During office hours, are the contact person for churches and anyone

needing information from and about NCLMM.

- Write thank you letters for contributions to the Loan and Gift Fund, Contributions and Promotions, Memorials and Extra Milers whose checks come through this office.
- Communicate with NCDMV regarding registrations for the disaster recovery truck and 2 trailers. Send registration cards and stickers for above 3 vehicles.
- Order office supplies: such as computer paper, ink cartridges, Bibles, devotionals, etc.

Annual Gathering:

- Support in the notification of all congregations and participants of the annual gathering.
- Receive registrations and checks.
- Create a checklist of items for administrative tasks for Gathering.
- Be in charge of receiving reports and printing of the annual Gathering book
- Attend the Gathering to show support and help the hosting church with registrations.

Other Duties:

- Support the President of Lutheran Men in Mission as requested.

Send resume and cover letter to NCLMM President, Dr. Jack Weller at wsweller@aol.com Cell 704-473-5282

February 24, 2022