



Administrative Intern (Ankeny)

Principle Function

- The Admin Intern is responsible for maintaining overall execution of class support, pastoral support, ministry teams support of Lutheran Church of Hope Ankeny. Working alongside the various ministries to execute the overall vision of Lutheran Church of Hope

Responsibilities

- Greet walk-ins with a positive attitude, answer phone, route calls and office duties
- Maintaining the 5-star service for all those calling in or coming into the church
- Scheduling of ministry volunteers in conjunction with Connections Coordinator and ministry leads
- Support all Ministry Staff as needed for classes and activities
- Maintaining, and updating the church database and continue to look for ways to improve
- Extra duties such as scheduling Baptisms
- Available on nights and weekends to help with Check-In on occasion

Personal Performance Expectations

- Strives to live a Christ-centered life, stemming from a personal relationship with Jesus Christ
- Works well with others, maintaining positive and effective relationships and communication with church staff and ministries, volunteers, church members, and guests
- Contributes to creating a positive work environment
- Demonstrates honesty and integrity; respects confidentiality
- Arrives on time and works consistently until the end of the scheduled workday/project
- Demonstrates initiative and ability to work without close supervision.

Continued

Skills, Education and Experience Required

- Possess Christ-centered, joy-filled passion for ministry flowing from a vibrant personal relationship with Jesus Christ
- Extremely strong organizational skills for administrative duties
- Ability to prioritize and boundary ministry with personal and family life
- Ability to communicate effectively with people
- Commitment to always reflect in the best possible light Lutheran Church of Hope, its staff, and the mission, vision, and values of its Constitution
- Willingness to work with, reflecting in the best possible light, and to serve as a positive resource for all congregations of the ELCA and other local congregations of other denominations

Position Details

Requirements:

- Experience in an office setting and work on database
- Proficiency in Microsoft office programs (Word, Excel, Outlook), experience maintaining a database, and other programs
- Detail orientated and able to meet deadlines
- Outgoing personality and able to maintain control under stressful situations
- Requires the capacity to organize and think clearly while communicating, organizing, and evaluating
- Demonstrate the ability to multi-task and carry out detailed procedures with multiple variables.
- Ability and willingness to work cooperatively with others
- High degree of discretion dealing with confidential information
- Ability to coordinate and manage multiple tasks

Hours:

- Around 15 hours a week
- Requires office hours between 9:00 am – 4:00 pm Monday-Friday may require some evening times and weekend times.

Compensation:

- Unpaid
- Housing and travel provided by applicant

Supervisor:

- Administrative Coordinator