

AUGSBURG

EVANGELICAL LUTHERAN CHURCH

Job Posting: Part-Time Administrative Assistant

Growing in Faith, Serving Together!

Who we are:

Augsburg Lutheran Church has been part of the Brampton community since 1960. Augsburg is a welcoming and inclusive Christian community that brings people together through worship, fellowship, learning and service. We are committed to creating a place where people can connect, participate and serve within both the church and the broader community.

Why Join Augsburg?

This is an opportunity to contribute to the life of a welcoming, community-focused church while working with a wide range of people. We are looking for someone who enjoys building relationships, is comfortable managing a variety of responsibilities and takes pride in keeping things organized and running smoothly.

We offer:

- Starting wage of \$24.00+/hour
- 4 weeks vacation, based on regular working hours
- Flexible working hours
- Potential Hybrid work arrangement

About the opportunity:

Augsburg Lutheran Church is seeking a part-time Administrative Assistant to provide administrative and office support to the church, pastor and congregation.

The Administrative Assistant is often a central point of contact for the church, a varied role that requires flexibility and the ability to respond to changing needs as they arise. The successful candidate will be organized, dependable and comfortable working independently while also working closely with the pastor, church leadership and volunteers.

What You Bring:

- Previous administrative, office or similar experience.
- Strong organizational, time-management and communication skills.
- Friendly and professional when working with members, visitors, volunteers and community contacts.
- Strong attention to detail when preparing materials and maintaining records.
- Strong computer skills and confidence using technology, including Microsoft Office, email and online platforms.
- Experience with websites, electronic newsletters or platforms such as Mailchimp or Constant Contact is an asset.
- Comfortable learning and working with new systems and technology.
- Ability to work independently, manage multiple tasks and follow-through on responsibilities.
- Discretion when handling confidential or sensitive information.
- Experience in a church, faith-based or not-for-profit environment is an asset.
- Familiarity with Lutheran worship and church practices is an asset but not required.

Key Responsibilities:

- Serve as the church office's primary contact for phone calls, emails and general inquiries, and provide administrative support to the pastor.
- Prepare weekly worship bulletins and coordinate service materials, schedules and volunteer communications.
- Coordinate funeral arrangements, materials and communication with families and others involved.
- Prepare newsletters and other congregational communications and maintain the church website and online content.
- Maintain membership records, directories, mailing lists, church files, worship licences, subscriptions and publications.
- Coordinate room and parking rentals and liaise with contractors and service providers as needed.
- Order and maintain office, worship and facility supplies, including seasonal requirements.
- Maintain contribution and donor records, including administration of giving programs, offering envelopes and charitable tax receipts.
- Ensure the sanctuary and narthex remain tidy and welcoming, and coordinate routine office equipment needs.
- Provide general administrative support, take initiative and assist with other church needs as they arise.

This is a part-time permanent position based at Augsburg Lutheran Church in Brampton, with 10 regular working hours per week, generally scheduled over two (2) days. The specific schedule will be confirmed with the successful candidate. Occasional availability outside regular working hours may be required for funerals, special services or other scheduled church events.

To learn more about Augsburg Lutheran Church, please visit <https://www.augsbram.ca/>

Thank you for your interest in Augsburg Lutheran Church. Candidates selected for an interview will be contacted.

Augsburg Lutheran Church welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.