PERMANENT FULL-TIME POSITION AVAILABLE

AFLC Parish Education

Ambassador Publications

ADMINISTRATIVE ASSISTANT

On-site daytime office hours Monday through Friday

APPLICATIONS OPEN UNTIL FILLED

QUALIFICATIONS

- strongly self-motivated, able to work independently and prioritize tasks
- courteous and professional in written and verbal communication
- comfortable and efficient with digital applications (Microsoft Office required; experience working with Adobe Creative Suite, WordPress, and accounting software beneficial)
- organized, attentive to details, and able to problem-solve
- able to work well in a busy office environment
- able to learn basic accounting procedures and software
- willing to learn varied office tasks
- willing to grow in learning inventory management and project management
- able to lift at least 40 pounds (primarily boxes of books)
- familiarity with the AFLC and Christian education resources is a plus
- experience with website maintenance and online retail is a plus

PRIMARY RESPONSIBILITIES

- typing, word processing, and data entry
- communicating with customers, vendors, and volunteers by phone and email
- assisting customers in office and Book Nook
- formatting and proofing documents for publication
- assisting with filling and shipping orders
- processing inventory orders, stocking and displaying inventory
- representing Parish Education at events, potentially including public speaking

AFLC Parish Education and its publishing ministry of Ambassador Publications serve congregations by providing biblical Lutheran educational and devotional resources that encourage faithful teaching of the Word of God.

To inquire about this position or obtain a more detailed job description, please contact

AFLC Parish Education / Ambassador Publications
Association of Free Lutheran Congregations
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Plymouth, MN 55441
(763) 412–2009 parished@aflc.org