



Position: Administrative Assistant to the Pastor

Location: St. Matthew's Lutheran Church – Woodbridge, VA

Core Values: To perform duties with an appreciation and respect for the Christian faith and Lutheran beliefs; to be a good steward of St. Matthew's resources – tangible and financial; to be supportive of St. Matthew's leadership – Pastors, Day School staff, and officers; and to be part of the ministry team working collegially with all staff, members, guests, and volunteers.

Position Description: Work with the Pastors, Council and Committees for the overall administrative management of St. Matthew's Lutheran Church. This includes but is not limited to: maintaining office systems such as filing, record keeping, database entry and communications; prepare materials for Worship services; answer phone and direct calls; answer the door and receive visitors; calendar coordination; scheduling of room usage; coordination of set-up and take-down of facilities and room for multiple usage; facility oversight. This position requires people and communication skills. The position will require both a flexibility and collaboration with Pastors, staff, and volunteers. This position reports directly to the Senior Pastor.

Knowledge, Skills and Experience:

- A minimum of 2 years' experience as an administrative assistant.
- Ability to multitask and prioritize work as needed. Ability to collaborate when necessary.
- Excellent time management skills.
- Advanced knowledge of online tools and software such as Google Drive, Outlook, and Zoom.
- Possess strong Microsoft Office skills with an ability to review and edit presentation materials, documents, letters, and spreadsheets.
- Highly organized. Must have strong skills in organization and planning, demonstrated ability to work independently and exercise sound judgment and problem solving.
- A team player who is proactive, flexible, service and people oriented. Excellent interpersonal communication.
- Ability maintain confidentiality with sensitive information.



St. Matthew's
LUTHERAN CHURCH

www.stmatthewsva.org
(703) 494 – 3090

12351 All Saints Place
Woodbridge, VA 22192

Schedule Requirements – Monday – Friday 8:30 – 4:00 with periodic additional evening or weekend hours for a typical work week of 40 – 45 hours. Telework is not possible for the position.

Special Requirements – Must be able to pass a pre-employment background check.

Compensation: \$38,000 - \$42,000 a year plus Health Benefits with cost sharing.

To Apply: Send your resume and cover letter to [hiring@stmatthewsva.org](mailto: hiring@stmatthewsva.org)