



**LUTHERAN CHURCH–CANADA**  
**ÉGLISE LUTHÉRIENNE du CANADA**

<b>Job title</b>	<b>Administrative Assistant</b>
<b>Reports to</b>	Engaged and accountable to the Office Manager in consultation with the LCC Administrator.
<b>Application Deadline</b>	September 15, 2020

### **Job Purpose**

The national office of Lutheran Church–Canada, in Winnipeg, MB, is looking for a full-time Administrative Assistant (35 hours a week Monday-Friday). This paid position requires someone who is well-organized, proficient in working with Microsoft applications and has excellent telephone and communication skills. In many ways the Administrative Assistant is the face and voice of Synod to those who call or visit the office. Due to travel schedules and meetings, LCC Executives are often not available. The administrative assistant will need to provide informed responses to enquiries in the absence of an Executive.

### **Duties and Responsibilities**

#### **Main Reception**

- Answering the phone
- Sorting mail
- Accepting and sending deliveries

#### **General Office Duties**

- As part of the Administrative Team in the office, provide assistance to the President, Treasurer, Mission Executive and Regional Pastors.
- Maintain office supplies
- Maintain internal and external Synod calendar
- Responsible for setting up and maintaining master files (congregation & rostered church workers)
- Responsible for setting up and maintenance of rosters and mailing lists.
- Coordinate the distribution, collection and collating of LCC statistical reports
- Update and maintain the Lutheran Church–Canada Data Base
- Update and maintain the Lutheran Church–Canada Annual
- Sales of LCC promotional items

#### **Meeting Dockets and Arrangements**

- BODs: LCC; CEF; LCCFM; WBP; Circuit Counsellors; Regional Mission and Ministry Council

- Committee meetings: CCMS; CMSMS; CTCR
- Prepare and send meeting materials
- Make hotel and meal arrangements

#### **The Canadian Lutheran**

- Coordinate advertisements for The Canadian Lutheran including ensuring all advertisements are published accurately; answering questions about advertising and rates; preparing information for advertising invoices
- Proofread each issue of The Canadian Lutheran
- Provide mailing lists to the printer and corresponding with printer about rates

#### **Convention and Conference Planning**

- Work closely with the convention manager to ensure convention/conference timeline is followed and is in line with the LCC Handbook requirements
- Assist with registration including testing of and reporting from online registration program; as well as assisting with the workbook and proceedings
- Provide technical support and general information as requested by registrants and guests
- Set up and coordinate the administration office at the event site

#### **Other duties as assigned**

#### **Provide backup staff services to other departments as requested**

#### **Qualifications**

- Excellent organization and multitasking skills
- Understanding of church protocol and organization
- Strong interpersonal and communications skills
- Ability to prioritize and work on multiple projects simultaneously
- Thorough knowledge of Microsoft Office suite.

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## **Does this sound like you, or someone you know?**

For more information or to submit a resume, please contact:

Iris Barta, LCC Office Manager  
[officemanager@lutheranchurch.ca](mailto:officemanager@lutheranchurch.ca)  
 204-895-3433 ext. 253

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