



Administrative Specialist

Position Type: Exempt, Salaried
Category: Full-time
Classification:
Reports to: Pastor of Care Ministries

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

Primary responsibilities include administrative and project management support for the Pastor of Care and Care Department. Coordinate, support, and execute systems for the team. Reports directly to the Pastor of Care, related to the Pastor of Visitation.

In two years, success in the position would look like:

- Develop systems for a growing number of cares needs within the congregation and community.
- Become known to the congregation as a person who can coordinate care in times of joy and sorrow.
- Developing and implementing systems that assist the Care team in becoming anti-racist.
- Work with team to develop systems and ministries that care for all members, constituents, visitors, participants, and community members in and around St. Luke's.
- Eliminate barriers to the congregation and community that cause them not to seek out Care from St. Luke's.

RESPONSIBILITIES

- Provide administrative support for Pastor of Care, care staff, and volunteers.
- Provide support for funerals. This includes preparing the bulletin and communication to staff, congregations, the deceased's family, and the funeral team volunteers, covering the day-of funeral and funeral prep as staff liaison as needed.
- Organize database system for care needs and hospital visits.
- Be the first point of contact for care needs, prayer requests, and walk-ins, assess the need, and follow through with appropriate staff.
- Support and train volunteers
- Accurate record-keeping for Care ministry as needed. This includes but is not limited to receipts, budgets, collections and deposits, fees for classes and events.
- Prepare and manage room reservations and communication requests.
- Manage volunteer teams and manage classes and events through sign-ups on the database.
- Coordinate scheduling of rooms and rental fees from outside support groups.
- Assist the Care team in the vision, planning, and implementation of various events.
- Project manage various events and classes.
- Lead classes, training, and meetings as necessary
- Be available when needed to triage care needs and concerns.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Flexibility with hours (includes some nights and weekends)
- Be able to work in a fast-paced environment, with multiple large projects at the same time
- Proven practical experience in high-level administration and project management.
- Maintain strict confidentiality.
- Able to work with diverse populations.
- Be able to work independently, self-motivated, forward-thinking, problem solver, with tenacity to stay and complete tasks.
- Proficient in Microsoft365: Excel, PowerPoint, Publisher, Word, Teams, OneDrive, Outlook, Google Suite, Sign-up Genius, Survey Monkey, Database Systems, Room Management systems, printing, editing, and copying.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.