

## **Vacancy Announcement: Administrative Assistant**

*The English-Speaking Congregation of the Evangelical Lutheran Church of Geneva is a diverse and dynamic faith community with members from more than 40 countries. Our congregation seeks a new administrative assistant as of April 2023, to work at our church building located in the Old Town.*

### **Function of the Position:**

The administrative assistant of the English-Speaking Congregation provides essential communication, record-keeping, and organizational support to the community. In close collaboration with other staff members, the administrative assistant helps to enable the smooth functioning of the church and to foster a welcoming environment. This is an in-person position of 20-25 hours per week (weekdays only).

### **Principal Duties and Responsibilities:**

- Communicating in a courteous, timely, and professional manner with congregation members (by email, phone, and post)
- Maintaining the congregation's member database and comprehensive filing system
- Formatting and printing worship bulletins, congregational mailings, and other documents
- Providing administrative support to the pastor and other staff members
- Liaising with other congregations and groups regarding use of the church building

### **Qualifications:**

- Strong interpersonal skills; ability to relate to people of diverse backgrounds
- Ability to work semi-autonomously, with minimal direct supervision
- Proficiency in English (both written and spoken); conversational French
- Attention to detail
- Flexibility and readiness to adapt in support of a swiftly-changing, volunteer-based community
- Proficiency with basic office software (Microsoft Word, Excel)

### **Procedure:**

- Please send CV/resume, cover letter, and list of two professional references to: [jobs@genevalutheran.ch](mailto:jobs@genevalutheran.ch)
- Applications received until 12 March
- Proposed start date: 17 April