



Position Title: Administrative Assistant / Receptionist (Job Share)

Work Location: St. Mark Ministries – De Pere, WI and Green Bay, WI

Part Time / Exempt / Staff Position

Target Hours Worked 20 / Week

Reports To: Director of Operations

Positions Reporting To:

St. Mark Ministries Mission and Vision Statements:

To teach timeless truths to today's people so that all may share tomorrow's eternity.

To be a dynamic Christian congregation that is an inspiration magnet for every member of our community, providing an opportunity to GROW a meaningful personal relationship with Jesus and then to GO make a difference now and for eternity.

St. Mark Ministries Core Behaviors:

Make It Better – “What am I doing to make us a better church?”

Take It Personally – “Where am I leveraging my talents and skills outside my primary team?”

Be A Team Player – “Where am I helping others win?”

Replace Yourself – “Who am I empowering?”

Be Healthy – “How am I taking care of myself spiritually, relationally, physically, financially, and emotionally?”

Remain Open Handed – “How do I manage the tension triggered by new ideas, innovation and change?”

Overview / Primary Responsibilities:

The Administrative Assistant/Receptionist at St. Mark Ministries will create the important “first impression” for all visitors to the De Pere campus, and administer many administrative functions that are essential to the church office.

Essential Duties:

- Administrative Support:
 - Confirmation, Cross Training and Children's Church: supplies and printing.
 - Drop Box Administration.
 - Print/produce various documents for staff such as posters for conferences, wedding programs, funeral bulletins, baptism documents, mailing labels, etc.
 - Conducts background screening and checks for new hires and volunteers.
 - Transport documents between the De Pere campus and the Green Bay campus twice a week including removing weekend offerings from the Green Bay safe.
 - Produce baptism certificates and provide Cradle Roll supplies.

- Produce Call Letters for employees.
- Wedding bulletins and room planning.
- Coordinate funerals and print/copy bulletins.
- Coordinate church transfers for partners.
- Assist with weekly online worship bulletin.
- Weekly prayer requests for usage and worship services.
- Online shopping – Bulk Office supplies, Oriental Trading Co., NPH, CPH, LabelValue, etc.
- Work with multiple vendors as needed: Time Warner(Spectrum), Mail Haus, Post Office, Festival, Sam's Club, Walmart, Dollar Tree, Office Depot/Office Max,
- Order communion supplies for Green Bay and De Pere.
- Office Management
 - Greet visitors who enter the office area and direct them or assist them.
 - Answer reception incoming phone calls and forward/direct callers to appropriate staff or their voicemail.
 - Provide calendar support to select Pastoral staff.
 - Respond or forward after hours messages on De Pere campus phone.
- Property Management
 - Maintain AED batteries/pads at De Pere and Green Bay.
 - Schedule lawn mowing teams.
 - Maintain De Pere copier machines and order supplies with Ricoh.
 - Maintain and administer keys and fobs.
 - Work with Martin Security: surveillance cameras, doors, alarm system.
 - Work with Unitel to administer phone support.
 - Assist with washing the towels from Martha's Kitchen and staff lounge.
 - Purchase office supplies and Martha Kitchen supplies as needed.
 - Monitor and track where items are stored.
 - Produce and schedule external electronic sign slides.
- General Duties
 - Participate in weekly staff meetings.
 - Assist with Dare to Lead Conference.

Education and/or Work Experience Requirements:

- Must have excellent verbal and written communication skills.
- Must have the ability to manage multiple projects and deadlines.
- The position requires integrity, professionalism, sound judgment, mediation skills and confidentiality.
- The position requires knowledge of computer systems, including Adobe In Design, Microsoft Word, Excel and PowerPoint, external sign software and canva, and membership software.

Physical Requirements:

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of the job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment with extensive team member contact and frequent interruptions.
- Primary function requires sufficient physical ability and mobility to work in an office setting: to sit for

prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist, lift, carry, push and/or pull light to moderate amounts of weight.

- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
- Travel to other locations using various modes of private and commercial transportation.
- Strong communications skills to exchange information.

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Staff Member Name: _____ Date: _____

Signature: _____

Version Control: 2.0

Date Modified: December 2025