

## Church Office Administrator

### Job Description

HOURS: Monday — Thursday (Hourly — 28 to 32 hours per week) Limited weekend and evening hours may also be required depending on church programs and events.

#### **QUALIFICATIONS — SUCCESSFUL APPLICANT**

- Is comfortable working in and supporting a Lutheran Christian environment.
- Holds a high school diploma at minimum, with some college preferred.
- Has a minimum three years of experience as an administrative assistant.
- Exhibits excellent relational and interpersonal communication skills.
- Has strong computer skills (MS Windows, Word, Excel, PowerPoint, Outlook).
- Is proficient in the use of standard office tools and equipment.
- Possesses strong organizational skills.
- Has excellent command of English composition and punctuation.
- Is able to maintain high degree of confidentiality.

#### **DESCRIPTION**

The primary function is to oversee all activities of the main church office. This position reports to the Executive Committee of the Congregation Council, with day-to-day supervision by the Pastor.

#### **JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Serve as the primary/initial point of contact for those entering or contacting the church.
- Prepare bulletins and streaming slides for Sunday and special worship services.
- Coordinate and assist in church communications including email notices, mailings, meeting minutes, newsletters, bulletin boards, computer displays and telephone calls. Provide information on events, meetings, schedules, church needs, reminders and special services.
- Prepare information for church newsletter and coordinate with staff to ensure the completion and distribution of the newsletter.
- Maintain master calendar of congregational events and programs as well as outside groups and schedule building/room usage to avoid conflicts.
- Manage the archiving of congregational records and files (hard copy and electronic) which includes, but is not limited to, membership records, attendance, pastoral events (baptisms,

marriages, funerals, etc.), congregational governing documents, council minutes and records, and congregational meeting records.

- Coordinate with ministry teams and council to compile and publish the annual congregational report.
- Prepare the annual budget request for the office/administrative areas.
- Order and maintain office supplies and postage and approve office/administrative expense vouchers for payment.
- Maintain office network, computers, and church website (utilizing external resources as necessary). Ensure all computers are up to date with software programs and anti-virus software.
- Provide administrative support to congregational council, ministry teams, staff members and pastors.
- Work closely with the Property Team to:
  - Facilitate the care of facility and grounds
  - Interact with on-site contractors
  - Communicate issues to the Property Team
- Attend weekly staff meetings and other meetings as necessary.
- Facilitate the safety activities for FELC including background checks (when necessary), fire drills, testing of emergency lighting, and ensure the maintenance of the fire extinguishers.

**OTHER GENERAL EXPECTATIONS INCLUDE:**

- Exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic and accountability.
- Meet deadlines with composure and flexibility showing an ability to multi-task.
- Recognize and value the need for confidentiality.