

**Employer:** Christ Lutheran Church

**Job Title:** Office Administrator

**Reports to:** Pastor

**Pay:** \$17 - \$20 per hour

**Benefits:** Paid time off, retirement and disability, health insurance, flexible hybrid work environment

**Job Summary:** Oversees management of church office; prepares printed materials and correspondence; order supplies; schedules Zoom meetings, update church calendar and books space rentals; assists pastor, staff and other church members; greets callers and visitors; manages member records database; schedules maintenance repairs and inspections; and works with area churches, Synod and ELCA as needed.

Position is to average 32 hours per week.

**Essential Job Functions:**

- Create weekly worship publications and emails, post sermons and bulletins to WordPress blog, compile and send newsletter, schedule Zoom meetings, export attendance records, coordinate church calendar, acknowledge transfers and handle all mailings
- Manage PowerChurch membership database and mailing list, filing system, prepare reports for membership directory and ELCA, prepare for baptisms and confirmations, and supervise office volunteers
- Review and code bills, prepare check request forms, assist treasurer with rental invoicing, maintain a daily log of financial receipts for items other than those placed in the offering plates
- Maintain office equipment, computer hardware/ software, phone system, monitor church building for needed repairs or issues
- Purchase or arrange for purchase of office, worship, kitchen, and housekeeping supplies

The above statements are intended to describe the general nature and level of work. It is not intended to be an exhaustive list of responsibilities and may be revised at any time.

**Activity and Knowledge Requirements:**

- Minimum high school diploma with at least two years' experience in admin/secretarial role required. College degree and one year of managerial experience helpful.
- Proficient in the use of Office 365, Zoom, Microsoft Excel, Word and Publisher. Ability to quickly learn PowerChurch record management software, basic WordPress editing, and phone system.

**Core Competencies:**

- Communication: Positive attitude, courteous and helpful manner when answering telephone and email inquiries, with above average skill composing written communications, and work with committee members to facilitate their roles.
- Self-motivated: Complete tasks efficiently with minimal supervision and manage time well.
- Attention to detail: Reviewing member data and bulletins.
- Interpersonal Skills: Show kindness and compassion when assisting visitors and members.
- Project Management: Manage office and technical duties to ensure completion of tasks.

Approved by:

Date:

Church Council:

Date:

Revised 12-15-2022