

OFFICE ADMINISTRATOR

Atonement Lutheran Church - Boulder, Colorado

Atonement Lutheran Church (ELCA) is a warm, welcoming, and inclusive church located in Boulder, Colorado. The office administrator's primary role is to handle church office administration: the day-to-day clerical and administrative needs of the Pastors, in addition to administrative support for the staff and congregation. Atonement offers a collaborative and supportive environment for its employees. Atonement supports work-life balance for its employees.

To thrive in this role, candidates will need strong personal communication skills, attention to detail, and the ability to manage competing priorities. In this environment, the ability to take initiative, patience, commitment, cultivating a positive environment to help others feel comfortable, and a "can do" attitude are important.

The position is designed as a 32-hours-per-week job. Typically, it requires being on-site Tuesday-Friday and preferably Sunday, but there is flexibility regarding the days and hours of the office. This position reports to the Lead Pastor, and works with the Pastors, church staff and members of Atonement Lutheran Church to support the congregation's ministry.

Preference will be given to applicants who have experience or skills in an office-related environment. Salary is commensurate with skills and experience, in the range of \$18-22/hr, and includes individual health insurance benefits.

Essential to the position:

- Understanding of Christian faith, with a willingness to share in the ministry of the congregation to members and visitors and participate in prayer and devotions in staff meetings.
- Business office skills include proficiency in the use of standard office equipment, Microsoft Office (including PowerPoint), Google Suite tools, basic image editing, and a willingness to learn how to do basic updates to the website.
- Organizational skills to ensure daily, weekly and monthly activities of the church are completed in a timely fashion and to ensure effective use of volunteers.
- Ability to prioritize many responsibilities with frequent interruptions.
- Command of English composition and punctuation.

Preferable for the position:

- Ability to work 2-3 hours on Sunday morning.

General Expectations:

- Exhibit professionalism, conscientious work ethic, teachability and accountability.
- Demonstrate strength at multi-tasking with excellent prioritization skills.
- Possess strong administration skills and the ability to work independently.
- Exhibit the ability (or ability to learn) to navigate various technologies.
- Be willing to occasionally work evenings and weekends.
- Maintain confidentiality while exercising discernment and wise judgment.
- Demonstrate attention to detail with an eye for excellence.
- Take the initiative to seek new information, training, and resources as needed.

Primary Responsibilities

Day-to-day General Office Responsibilities

- Morning and evening: opening and closing of the facility.
- Reception Tuesday – Friday: maintain and organize the reception office.
- Telephone: answer, maintain, update recordings.
- Mail: distribution and dissemination of all mail and correspondence.
- Building: maintain a calendar of events and administrate building users and building use requests.
- Supplies: order and maintain office supplies and equipment, including worship and education supplies.
- Equipment: coordinate maintenance and repair of all office equipment.
- Copying: handle copying needs for pastors and Council.
- Building: field issues connected with custodial and property needs.
- Administration: prepare materials for weekly staff meetings.
- Website: update and maintain Atonement Lutheran Church Website

Weekly Support

- Prepare, proof and print weekly worship bulletins, including selecting and incorporating appropriate graphics.
- Prepare, proof and print special Bulletins (such as for funerals).
- Prepare, proof and print baptism materials and contacts, and other 'Faith Milestones' materials.
- Stock, straighten and maintain sanctuary pews.
- Maintain usher attendance counts.
- Communicate order of worship and support documentation to Worship Leaders.

Congregational Care Support

- Sort and disseminate information from Visitor Info/Update Cards
- Prepare birthday and anniversary cards.

- Coordinate and distribute prayer team correspondence: prayer requests for the staff, prayer team, Sunday prayers.

Other Administrative Responsibilities

- Maintain and make accessible Council minutes and documents and posts to the website.
 - Maintain and update all standard forms and ministry literature.
 - Prepare and maintain the Council handbook and monthly Pastor's Reports to Council using Atonement's Google Drive.
 - Maintain and update church database (Breeze) and milestone "red" book.
 - Prepare and submit Annual Statistical Report to the ELCA.
 - Maintain Records/Documents for Columbarium.
 - Prepare the Annual Report for the Congregational Meeting.
 - Provide administrative support to the annual stewardship campaign.
 - Prepare, proof and print Special Congregational Mailings.
 - Provide graphics and editing support for newsletter (2-3x/year).
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