

Office Administrator

Office Administrator (18 hours per week)

Weekly:

- Provide hours in the office (currently Mon/Wed 9a-noon; Tues/Thurs 9a-3p)
- Provide administrative support to the Pastors
- Answer phone and greet visitors throughout the day
- Coordinate building use and keep church calendar updated
- Ensure the weekly cleaning has been completed and the church facility is arranged and ready for use
- Point of contact with custodian on cleaning needs/issues
- Print bulletins for Sunday worship (bulletin is prepared by the Publications Coordinator)
- Monitor altar flower signups and communicate with florist
- Stock, straighten and maintain sanctuary pews
- Maintain worship attendance records for monthly Pastor Reports and Annual Report
- Check voicemails daily
- Check mailbox and distribute mail
- Sort and distribute information from visitor info cards
- Coordinate and distribute prayer team correspondence
- Prepare materials for weekly staff meetings
- Attend weekly staff meeting (currently Tuesday afternoon)
- Prepare and mail birthday cards
- Look ahead on calendar for upcoming events and planning needs
- Order office supplies, including worship and education supplies
- Coordinate maintenance and repair of office equipment
- Perform Volunteer Coordinator tasks to support staff and ministry teams (2-3 hrs/wk)

Other:

- Schedule weekly worship leaders for Sunday mornings (done quarterly)
- Maintain and update all standard forms and ministry literature
- Prepare and print baptism and confirmation materials
- Track staff anniversary dates and recognitions
- Prepare and maintain the Council handbook and monthly Pastor's Reports to Council
- Maintain and update church database (Breeze) and milestone "red" book
- Prepare and submit Annual Statistical Report to the ELCA
- Collates information and prints Annual Report
- Maintain Records/Documents for Columbarium
- Provide administrative support to the annual stewardship campaign
- Prepare, proof and print Special Congregational Mailings
- other duties as assigned by supervisor

Education

Associates or Bachelors degree preferred.

Experience

Previous experience as an administrator is preferred.

Compensation

\$20-24/hr, negotiable with experience.