

## **Church Office Administrator**

### **Job Description**

Memorial Lutheran Church of Afton

**Purpose:** The role of the Church Office Administrator is to assist with office administrative assistant tasks and with Faith Formation.

**Accountability:** To the Pastor

**Position status:** At-will, Part-time, Non-exempt

#### **Qualities**

- An open heart to all faith journeys, including their own.
- Be a welcoming presence during office hours and Sunday mornings
- Enjoys people and conversation
- Good communicator

#### **Skills**

- Strong relationship-building skills
- Good organizational skills
- Good communication skills, verbal and written
- Strong understanding of technology
- The ability to effectively seek and utilize volunteers

#### **Church life Coordinator duties include:**

- Office duties- i.e. answer phone, follow-up voicemail, contact vendors
- Manage church communication, calendar and records
- Work with the pastor and staff to recruit volunteers for weekly worship and regular service ministries
- Schedule and communicate with volunteers, including for funerals
- Weekly communication to appropriate staff- i.e. announcements
- Proof and print weekly bulletin and announcements
- Proof and print/mail Church newsletters
- Be trained on *One Church* database software and input as needed including church calendar
- Work with Google Docs and Google Drive and software program OneChurch, as well as our church website
- Be a front office presence during office hours
- 15 hours a week, present during office hours with flexibility to work from home off office. Current scheduled office hours Monday through Wednesday, 9:00am - 12:00pm (excluding National holidays) and some Sunday mornings

#### **Compensation & evaluation:**

The starting offered compensation 15 hours/week - \$1500/month. PTO per Staff Handbook. Attend Sunday activities and find support when unable to attend. Review process and annual increase to compensation as noted in Staff Handbook.