

JOB DESCRIPTION



Position Title: Office Administrator
Reports To: Lead Pastor

Status: Anticipated approximate average number of hours per week:

- Office Admin 20 hours;

Benefits: Health Insurance

FSLA Status: Exempt

Date Prepared: Created 8/10/2023

based on 2/2023 Updated 3/2023 Revised 5/14/2023 Revised 5/23/23

POSITION SUMMARY:

The Office Administrator/Manager is responsible for the effective operation of the church office, including the coordination of clerical activities and facility operations. The Office Manager provides a central touchpoint and coordination for Trinity Lutheran Church's activities, use of facilities, and communications. This person is expected to be in the office during posted Church office hours.

OFFICE ADMINISTRATION DUTIES and RESPONSIBILITIES:

- Welcome all who come to the church office and provide direction; coordinate office activities
- Coordinate and publish weekly church-wide communication
- Connect interested people with Trinity's Venue Coordinator regarding use of Trinity facilities
- Maintain a central calendar for Trinity
- Maintain the Trinity Lutheran Church website
- Manage Social Media, including Facebook, Instagram, etc.
- Maintain and update church database
- Organize virtual drives such as Microsoft and Google
- Oversee the coordination of volunteers for worship
- Prepare materials for Sunday morning worship
- Knowledgeable about church activities including Engage Groups, Outreach Groups, etc. to assist in the coordination of activities and events
- Design screens / graphics for worship announcements
- Maintain an inventory of office supplies, cleaning supplies, etc. and reorder as needed
- Prepare and distribute Annual Report
- Serve as staff liaison for Communications Team and attend regular meetings.
- Other duties as assigned within the general scope of the position

Qualities

- Awareness and communication of the needs of the greater community
- Able to communicate clearly and succinctly in a friendly and professional manner
- Respond in a timely manner to incoming calls and messages and forward to the appropriate staff person or group if needed
- Demonstrates experience working in harmony with a professional staff, volunteers, the congregational members and visitors.
- Self-motivated and able to work without close supervision
- Flexible to changes in procedure and/or direction
- Ability to delegate to volunteers effectively
- Commitment to lifelong learning

QUALIFICATIONS:

Education: Bachelor's Degree

Experience: Minimum of 3 years' experience in similar role requiring accurate and timely record-keeping, creating reports, and communicating professionally with the public

- Computer skills including Microsoft Office; ability to quickly learn to use PowerChurch software and other systems.

Reporting relationships

- Answers to the lead pastor and in the absence of the pastor, answers to the Church Council