

Grace Lutheran Church: Office Administrator Position Description

Introduction:

The Office Administrator shall be responsible for the many and varied aspects of the church office administration. The Office Administrator shall work in a spirit of cooperation, harmony, and goodwill with other members of the staff and congregation. The Office Administrator reports to the Senior Pastor.

Every church office and even the whole building becomes a place where people bring their stories, from happy news to their most heartfelt sorrows. It is of utmost importance that all church staff maintain confidentiality. This confidentiality occurs when a specific request is made, of course, but also when a staff member might see someone coming in or going out who appears to be in distress. In addition, with today's social media, a staff member might learn about other things that are inappropriate for broadcast in a community of faith. Discretion, diplomacy, and confidentiality are personal attributes expected of church staff at all times.

Whenever there is any question of how to respond or what to do because of information you are privy to, you are encouraged to seek out the advice of the Senior Pastor. However, if there is any incident or situation where you believe the police should be called, please do so immediately.

Qualifications:

- A High School diploma or equivalent is required.
- Strong organizational skills are required.
- Strong written and verbal communication skills.
- Minimum 2 years of experience in an office setting required; some supervisory experience preferred.
- Must be able to perform multiple tasks.
- Must have the proven ability to work within a multiple staff environment.
- Basic computer skills with experience in Microsoft Office Suite, QuickBooks payroll and check processing, Church 360 membership software, FileZilla site management, and other software as needed.

Responsibilities:

- Maintain a welcoming atmosphere with decorum for all the requests and calls that come in many forms.
- Maintain the church records including baptisms, weddings, funerals, transfers (in and out), mailing lists and mailings, and all other church related certificates.
- Prepare all printed materials including worship materials, church newsletters, church council reports, annual reports and synod reports.
- Prepare all reports for governmental agencies to maintain the church tax exempt status.
- Perform other duties as assigned by the Senior Pastor appropriate to this position.
- Perform basic office administration, including office and building supplies.
- Perform basic bookkeeping activities, as coordinated with the elected Treasurer of the church.
- Maintain the church's calendar of events, and publish in a variety of ways, as coordinated with Senior Pastor and Council.
- Attend weekly staff meetings.
- Responsible for coordinating daily activities of the custodian and needed office volunteers.

- Perform weekly updates to the website and other social media outlets as directed by the Senior Pastor and Council.
- Enters attendance and offerings into parish software.
- Recruits and maintains worship volunteers for Sunday services and special services as needed.

Contact Rev. Eric Leshner at pr.eric@egrace.org with resume by April 1.