

ABBREVIATED JOB DESCRIPTION

Church Office Administrator Job Description

HOURS

Approximately 25-30 hours per week.

Weekend hours may also be required depending on church programs and events.

QUALIFICATIONS

1. Associates Degree or equivalent work experience required
2. Minimum of two years' experience as an Administrative Assistant
3. Strong computer skills are imperative. (QuickBooks, MS Office, database management, and communications software including e-calendar, e-newsletter, website, and social media)
4. Proficiency in use of standard office equipment
5. Strong organizational skills
6. Excellent command of English composition and grammar
7. Exceptional interpersonal skills

PURPOSE OF POSITION

Primary function is to oversee all activities of the church office. This person would report directly to the Pastor on a daily basis and appropriate members of Church Council for specific tasks.

JOB DUTIES

Typical duties include but are not limited to the below responsibilities. This individual will:

1. Refer to and implement practices and procedures as recommended by the Church Council, Allegheny Synod, and Evangelical Lutheran Church of America (ELCA)
2. Protect the reputation and integrity of others through strict confidentiality
3. Create and maintain an office procedures/reference manual
4. Follow standard non-profit record-keeping practices (church records, archives, taxes, etc.)
5. Keep accurate membership records (baptisms, dedications, weddings, deaths, membership, etc.)
6. Develop and manage all internal and external correspondence (written, email, telephone, etc.)
7. Maintain internet-based communications (e-newsletter, e-calendar, website, social media)
8. Organize and maintain internal and external calendars
9. Coordinate facility use by members and non-member groups
10. Schedule regular inspections, maintenance, and other facility service appointments
11. Prepare for weekly worship services (flowers, bulletins, newsletters, worship servers, etc.)
12. Prepare and maintain accurate and current financial records in a manner consistent with Generally Accepted Accounting Practices for non-profits and as recommended by the ELCA
13. Manage purchases within the allotted budget as approved by Council
14. Prepare monthly, quarterly, and annual financial and organizational reports
15. Coordinate volunteer schedules and activities
16. Order and maintain office supplies, educational materials, and equipment
17. Maintain and organize the reception area

OTHER EXPECTATIONS

This individual will:

1. Exhibit professionalism, and maintain business casual or event-appropriate attire
2. Willingly seek new information, training, and resources as needed
3. Demonstrate initiative, and excel at multi-tasking and prioritizing projects
4. Possess strong administrative skills and the ability to work independently without supervision
5. Perform other duties as assigned