

Job description

OFFICE ADMINISTRATOR – Trinity Valley Lutheran Parish

HOURS: Monday – Thursday, Part time, 12-16 hours per week from 9am to 1pm daily (flexible)

QUALIFICATIONS:

- Strong computer skills with a solid working knowledge of Microsoft Office, Google Docs and familiarity with Microsoft Publisher, Outlook, PowerPoint, and Adobe.
- Experience with electronic file storage and familiarity with cloud storage systems such as Google Drive or Drop Box.
- Familiarity with or a willingness to learn editing Trinity Valley Lutheran Parish website, YouTube and social media.
- Proficiency in the use of standard office tools (computer and keyboard, phone system, multi-function copier, etc.)
- Strong organizational skills
- Have excellent command of English composition, grammar, spelling and punctuation

PURPOSE OF POSITION:

Primary function is to serve and minister as the communication hub of the church. This person reports directly to the Pastor and will work with her to improve incoming and outgoing communications and provide administrative assistance to the church. .

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Receptionist - Telephone present positive, warm image; screen calls and take messages.
- Order and inventory supplies and equipment.
- Organize and maintain an updated church calendar
- Pick up, distribute and disseminate all mail and correspondence.
- Check and answer email and phone calls in a timely manner.
- Maintain prayer chain list and other church email lists and use them to send prayer chain messages and documents out in a timely manner.
- Prepare and print all documents needed for Sunday worship including bulletins
- Keep accurate membership records.
- Assist with the preparation of Annual Reports and prepare the Annual Report Booklet.
- Attend staff meetings

- Routine filing of paperwork and digital documents.
- Oversee attendance records for the church.
- Publish Monthly newsletter, maintain address list, and prepare labels for mailing.
- Organize and maintain the centralized storage of all church documents such as church board documents, personnel handbooks, etc.
- Coordinate with vendors and contractors for maintenance of office equipment.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be ever conscious of the need for confidentiality concerning financial records, counseling situations, personnel matters, and health matters.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should be willing to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.

- Should possess strong administrative skills and the ability to work independently without supervision.'

Job Type: Part-time

Pay: \$15.00 per hour

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Office: 2 years (Required)
- Administrative experience: 1 year (Preferred)

Work Location: One location