

**CREATOR LUTHERAN CHURCH
OFFICE ADMINISTRATION**

Hours: 20 hrs/week

Compensation: Part-time at \$17/hr

QUALIFICATIONS:

- **Friendly**
- **Positive attitude**
- **Excellent organizational skills**
- **Able to work cooperatively in a team environment**
- **Effective written and oral communication skills**
- **Good computer knowledge and skills (especially MS Publisher and Word)**
- **Understanding of database work**
- **Can handle multiple-task responsibilities and interruptions**
- **Maintain confidentiality**
- **Ability to organize, prioritize and complete projects**
- **Support the ministry of Creator Lutheran Church**

RESPONSIBILITIES

General

- Answer phones
- Check voicemail and email and route/answer accordingly
- Sort and distribute daily mail and prepare mailings as needed
- Greet and assist visitors
- Assist congregation members with office requests, as needed

Communication & Word Processing

- Prepare and distribute weekly Bulletins (and coordinate assembly) and Weekly Announcements for bulletin
- Create bulletin inserts as needed
- Prepare and send weekly e-mail announcements to congregation
- Prepare Wednesday bulletins in Advent and Lent
- Prepare funeral and wedding bulletins as needed
- Maintain calendar of events and building usage
- Prepare and print annual and semi-annual meeting reports

Membership

- Maintain membership data base and record membership data including weddings, deaths, baptisms, new members, transfers, and periodic purging of records of inactive members.
- Maintain membership info in the Red Book
- Prepare congregational statistical information for ELCA
- Assist in maintaining prospective member information
- Update and print membership directory
- Keep mailboxes and nametags current

Office management

- Report music usage to copyright licensing companies each week
- Manage subscriptions and copyright licenses
- Purchase and supervise the use of all supplies for the office
- Arrange for maintenance of office equipment
- Perform regular computer backup of data
- Assist in reviewing and maintaining insurance contracts
- Assist Bookkeeper with information as needed
- Perform Background checks as needed

Document Office Procedures

- Keep Day Book to track important daily business and leave a trail for different people who may volunteer for office work.
- Document the how to and whys of the Office Administration procedures.
- Develop a productive archiving method for the office
- Organize and clean the office space

Facility coordination:

- Assist in scheduling building use by church and outside groups
- Aid those working on building maintenance with scheduling of various maintenance tasks
- Take garbage, recycling and yard waste cans to the curb weekly

Events:

- Coordinate funeral receptions as needed
- Work with Day Camp if that is happening in the summer (TBD)