



## Our Saviour's Lutheran Church, Fort Collins, CO

### Position Description-Office Administrator

#### **Role Summary**

The primary purpose of the Office Administrator is to support the ministry and mission of Our Saviour's Lutheran Church: *welcoming all to the love of Christ through Worshipping, Learning, and Serving*, by leading the office work and serving as the communications hub for the church. This person is the welcoming voice and face for members and visitors.

The Office Administrator works together with church leadership, staff, and volunteers to organize people, resources and communications promoting OSLC's mission, ministries, and events to congregation members, partner congregations and groups, and the local community.

#### **Qualities and Skills:**

- Supportive of OSLC's mission
- Able to manage multiple priorities and deadlines and shift gears with flexibility; strong time management skills
- Excellent organizational skills and ability to keep track of details from multiple sources
- Strong interpersonal skills and exhibits grace under pressure
- Proven ability to be a team player
- Effective in delegating and coordinating work with office staff and volunteers
- Demonstrates proficiency with computers and software
  - Expert user of MS Office, MS Publisher, Google Docs/Drive
  - Confident user of WordPress, Constant Contact, Facebook , and SignUp Genius
  - Able to learn new programs such as Servant Keeper (member database), EMS Light (event management), Church Art (calendar), file transfers
- Takes initiative, willingness to learn and grow professionally
- Excellent writing and editing skills
- Creative and design skills; eye for detail and design
- Able to implement effective marketing communications tactics
- Maintains confidentiality of sensitive topics and sound judgement on sharing information

#### **Responsibilities:**

##### **(1) Office Technology**

- Manage, coordinate, and update all office technology, including but not limited to:
  - Copy/reproduction systems
  - Internet and phone
  - Networking (for office systems and guest use)
  - Servant Keeper and other databases
  - Staff computer maintenance and replacement rotation
  - Software registration and licensing
  - Manage volunteers who help with technology
  - Conduct ongoing tech support and coordinate outside contract support when necessary
- Research and recommend new technological systems for office, staff, and congregational communication to ensure efficient and effective operations and communications
- Inventory all technology supplies

##### **(2) Coordination and Management of Office Volunteers, Worship Volunteers, and Staff**

- Manage and train all office volunteers, both for general office needs and specific tasks according to their gifts and skills
- Manage the worship volunteer software and communicate with Sunday volunteers in advance
- Communicate regularly with the custodial staff regarding building needs
- Supervise volunteers and office assistant, following procedures and policies of the personnel manual

### **(3) Creation, Printing, & Collating of OSLC Publications**

- Prepare or supervise the preparation of weekly worship bulletins, projection, and other special bulletins for worship (funerals & memorials, weddings, midweek Advent & Lent services, and other festival and holiday worship services)
- Perform or coordinate the copying, collation, preparation, and distribution of bulletins, letters, newsletters, and other mailings
- Produce other publications as needed (annual reports, church directories, brochures, postcards, etc.)
- Send publicity and news releases for ministries and events as needed

### **(4) Record Keeping**

- Maintain and file all records required by the government (tax exempt status, etc.)
- Keep all church membership record books and databases accurate and up-to-date
- Submit an annual ministry / parochial report to the ELCA churchwide offices
- Manage all contracts for services and equipment and keep an orderly file of them
- Ensure adequate and up-to-date insurance is kept for OSLC's buildings and ministries
- Oversee and record contributions given to the church in collaboration with the treasurer and other members of the finance team and according to the bylaws of the congregation
- Create, print, and mail quarterly statements to each contributor

### **(5) Secretarial & Receptionist**

- Provide weekday hospitality for all who enter the office and building space at OSLC
- Attend staff meetings and retreats, keeping notes and ensuring action items are followed through by appropriate members of staff
- Maintain confidentiality with the work and ministry of the pastors to provide support needed
- Keep an awareness of pastors' calendars and availability, and schedule pastors' appointments as needed
- Provide other administrative services as requested by pastors

### **(6) Building Use & Congregational Calendar**

- Coordinate all activities and schedules for the building, both for OSLC's ministries and outside users
- Maintain a live and accurate calendar for all ministry and building activities
- Coordinate all building maintenance issues, both those performed by volunteers and by contract labor

### **(7) Budget Management**

- Purchase orders as needed for office and programmatic needs
- Oversee all budget line items related to the office and building
- Submit all bills to the bookkeeper for timely payment
- Collect credit card expenses from staff and submit to bookkeeper for timely payment

### **Compensation and Expectations:**

The Office Administrator is a regular part-time non-exempt employee position, 30-35 hours per week, compensated at an hourly rate in the range of \$13 - \$15 based on qualifications. The church office is open Mon-Thu 9:00 am – 3:30 pm + Fri 9:00 am – 12:00 pm; scheduled work hours for Office Administrator can be negotiated. Background check and signed confidentiality agreement are required. A skills test will be administered prior to interviews.

**To apply for this position**, submit your resume to [office@our-saviours.org](mailto:office@our-saviours.org) by December 30, 2016.