

**JOB DESCRIPTION – OFFICE ASSISTANT/VOLUNTEER COORDINATOR  
OUR SAVIOUR’S LUTHERAN CHURCH  
FORT COLLINS, COLORADO**

**POSITION TITLE:** Office Assistant/Volunteer Coordinator

**PURPOSE:** The purpose of this position is to support the church staff, particularly the Office Administrator and Pastors, as receptionist and office assistant. It includes learning and understanding the duties and responsibilities of staff members, committees and ministries. It requires sensitivity and patience to detect problems that might become apparent during a conversation with members and strangers alike. Confidentiality is a must.

**RESPONSIBILITIES**

1. Serve as church receptionist. Answer phone, check messages, and greet people who visit the office. Screen pastors’ calls/visits from unwanted interruptions.
2. Provide administrative support to the pastors and staff through various computer applications as directed by the Office Administrator.
3. Answer inquiries and manage a variety of requests from members, visitors, vendors. Refer people-in-need to appropriate agencies either internally or externally.
4. Develop, maintain, and manage opportunities for volunteer involvement at OSLC, including publicity, awareness raising, recruitment, follow-up, and recognition. Supervise the scheduling of Sunday morning worship volunteers. Provide leadership to plan and administer events related to volunteer opportunities.
5. Sort postal mail/email daily and distribute appropriately.
6. Order and maintain church and office supplies.
7. Ensure church database is updated with current records, membership activity, events, and groups (onRealm – training provided); update church registry.
8. Keep records on prospective new members and assist in the integration of new members.
9. Maintain filing system, archival of records and general organization of the office.
10. Print Bulletins & Inserts
11. Gather preparations for Special Church Events (VBS, Easter, Rally Day, etc).
12. Other various tasks as assigned by Office Administrator

**REQUIREMENTS:** Flexible, with an ability to handle multiple tasks simultaneously; good interpersonal skills; self-motivation; good communication skills (especially listening); sensitivity; confidentiality; attention to detail; computer knowledge and proficiency (Microsoft Office, Google Suite); ability to work in a team environment; ability to manage time well; organizational skills.

**TIME REQUIREMENTS:** 20 hours a week, 9:00-1:00 M-F

**COMPENSATION TERMS:** The Office Receptionist will be paid hourly based upon services provided.

**ACCOUNTABILITY:** The Office Receptionist will interact regularly with the Office Administrator and pastors who will facilitate a discussion of issues relating to the position as needed.