

## **Job Announcement –Our Saviour’s Lutheran Church Fort Collins, Colorado**

**POSITION TITLE:** Office Administrative Assistant – Communications and Technology

**PURPOSE:** The purpose of this position is to support the church’s mission (*Welcoming all to the love of Christ through Worshipping, Learning, and Serving*), its staff, congregation and volunteers, and particularly the Pastors, by leading the communications, marketing, and technology for the church. The Communications and Technology Position works 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
- Demonstrates proficiency with computers and software
  - Expert user of MS Office, MS Publisher, Google Docs/Drive
  - Confident user of WordPress website, Mailchimp, Facebook , and SignUp Genius
  - Able to learn new programs such as Breeze (member database), EMS Light (event management), Church Art (calendar), ProPresenter (AV presentation software), VMix (live streaming software), 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

**(1) Office & AV 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)
  - Breeze 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
- Run and maintain ProPresenter as needed
- Run the AV system on Sunday Mornings from 8-12 and manage volunteers
- Backup receptionist responsibilities as needed

**(2) Creation, Printing, & Collating of OSLC Publications**

- Prepare the weekly worship 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

**(3) Event Management**

- Assist with creating forms and keeping track of registrations for events
- Assist pastors as needed and as time is available

**Compensation and Expectations:**

The Communication and Technology Position is a regular part time non-exempt employee position (25-35 hours per week), compensated at \$20-\$22 per hour based on qualifications. A background check and signed confidentiality agreement are required. A skills test will be administered prior to additional interviews. The incumbent reports to the pastors.

To apply for this position, submit your resume to [Leta@our-saviours.org](mailto:Leta@our-saviours.org) . Applications are being accepted until the position is filled.