

Job Description

Position: Office Administrator

Reports to: Pastor-Staff-Congregation Relations Committee as authorized by the Congregation Council

Work Schedule: Monday – Thursday, 9am – 2pm; averaging 20-25 hours per week

Supervisor: Pastor

Position Summary: The Office Administrator will provide administrative support to the congregation of Trinity Evangelical Lutheran Church, its pastor, its Congregation Council, and its organizational teams as they serve to fulfill the mission of the congregation.

Primary Duties and Responsibilities:

Communication: Maintain and facilitate effective communication throughout the congregation, including sorting mail, processing email, answering and responding to telephone calls, and being present during office hours (M-Th, 9am-2pm). This also includes maintaining, updating and improving Trinity's social media and website presence.

Management: Maintain office supplies and equipment, update computers/programs, filing, typing, copying, collating, and distributing reports and bulletins, as well as prioritizing immediate needs versus other longer-term projects.

Finances and Records: Maintain church membership and contribution database, attendance records, memorials and special gifts, as well as working with the Treasurer generating financial reports on a monthly, quarterly and annual basis for the congregation and synod. Maintain financial and stewardship records, including balancing the checking accounts; maintaining/updating Stewardship offering envelope mailing program; process, prepare and mail quarterly contribution statements; also maintain/update employment records (employee status, wages, pensions, hiring and termination, etc.), being sure to process and file necessary government forms in a timely manner (i.e. tax exemption report, form 941, 1099, 1096, W-2's and W-3's), while also ensuring compliance with IRS non-profit regulations and other church-related laws; process accounts payable and payroll; work with tellers to count, document, deposit and generate stewardship reports of all weekly offerings.

Publishing: Prepare announcements/calendar for weekly bulletin insert while coordinating with the Cantor to produce Sunday bulletin, including large-print. Enlist and work with volunteers to complete the printing, collating, and folding of bulletins. Prepare and publish the Annual Congregational Report. Work with Witness committee to prepare/send out visitors' letter; work with WELCA to maintain and update WELCA Circle book; ensure announcements are broadcast through appropriate channels (website, social media, etc.); prepare and publish (primarily email) monthly newsletter (The Beacon) with articles from Pastor, Cantor as well as worship schedule, calendar and other timely announcements; assist with other bulk mailings.

Support: Meet with other staff members in a collegial manner, exhibiting effective and supportive communication. Coordinate responses to congregational emergencies. **Maintain confidentiality.**

Qualifications and Competencies:

- + Ability to maintain confidentiality
- + Pleasant interpersonal nature
- + Strong listening skills
- + Computer competency including experience with Microsoft Office 365 suite; ability to learn Quickbooks and Servant Keeper
- + Experience with website maintenance and social media platforms
- + Good communication skills (verbal and written)
- + Creative problem solving
- + Flexibility and adaptability
- + Initiative to accomplish tasks without explicit direction or close supervision
- + Hourly rate: \$18/hour or commensurate with experience
- + Please send resume to: revtimtlc@gmail.com by noon on Monday, September 13.