

LA VERNE HEIGHTS PRESBYTERIAN CHURCH

POSITION DESCRIPTION

Mission

Following Jesus. Growing Together. Sharing God's love with neighbors near and far.

TITLE:

Office Administrator

PURPOSE:

The Office Administrator is responsible for day to day management of the church office. This includes creating and distributing print and electronic communications, maintaining the church website, calendar, records, and files, serving as the in-person and telephone receptionist, and providing administrative support to the pastor, staff, Session and Deacons (boards).

COMMUNICATIONS RESPONSIBILITIES:

- Create and implement internal and external communications strategies and materials that drive engagement in the life of the church and its ministries.
- Develop and manage LVHPC brand to ensure clear and consistent messaging. Oversee various church and ministry communication submissions to ensure continuity, clarity, and ownership of church identity and brand. This includes implementing style guidelines and using "church voice" over personal voice to produce creative written materials that best support the church's ministry.
- Design and produce LVHPC's print and electronic publications (i.e. letters, weekly bulletins, quarterly newsletters, brochures, reports, etc.).
- Provide day-to-day management of all aspects of the LVHPC website and ensure that fresh and consistent information is always available and posted regularly.
- Provide day-to-day management of LVHPC's social media presence, including but not limited to Facebook and Instagram. Consistently brainstorm, implement and evaluate new ideas for fresh social media content.
- Develop and maintain collaborative relationships with LVHPC staff, the Session and ministry group leads to assist in crafting and conveying messages consistently and effectively. Attend all staff meetings.
- Identify communication and technological trends in a rapidly changing digital and visual culture to effectively communicate with the community and church body.
- Identify, encourage and develop a volunteer cohort to accomplish communications goals.
- Demonstrate working knowledge of the latest communication tools: MS Office, Adobe Creative Suite (Photoshop, Illustrator, InDesign and Acrobat), email marketing services (i.e. Constant Contact, Mail Chimp), website management (i.e. Square Space), and social media platforms.

ADMINISTRATIVE RESPONSIBILITIES:

- Strong organization skills and attention to detail.
- Deliver excellent customer service as LVHPC's chief communications representative, including greeting office visitors and answering phone calls and emails as well as providing clerical support for LVHPC's pastor, staff, and ministries.

- Gather, organize and maintain publications archive, digital photo files, routine correspondence, church membership database, and permanent Session records. Create and implement a secure filing system for confidential records.
- Maintain and oversee the church calendar and facilities schedule.
- Encourage and make known, as needed, opportunities for volunteers to provide supplemental support for various office activities. Provide appropriate training and supervision.
- Other responsibilities as assigned.

RELATIONSHIPS:

Works closely with the Pastor as the Head of Staff.

EVALUATION:

Performance review will be conducted annually by the Pastor as Head of Staff.

TERMS:

Full-time position. Benefits as per personnel policy.

Last Updated 01/27/2020

For more information, please go to www.lvhpc.church and look for Employment Opportunities.