

## Office Administrator

Our Savior Lutheran Church in Carol Stream, Illinois, is looking for an Office Administrator to join our staff. Our Savior Lutheran Church is a place to belong for all generations, in a community of believers in Jesus Christ, who worship together on Sundays and share God's love throughout the week. The Office Administrator is the operational backbone of the church office and facility. This is on-site, working in the Our Savior Church Office T-F, and is part-time, 28 hours per week.

This role ensures the church office is run efficiently and members and guests receive exceptional service with questions and guidance. It provides accurately printed Worship materials and preparation with Baptisms, Confirmation, Funerals and Special Events. Responsibilities of this position also include facility management by coordinating repairs and maintenance, Audio/Video weekly duties, administration of the telephone and alarm systems, office inventory, machine control and support of Our Savior's Online Planning Center.

### Key Responsibilities:

#### Office

- Main point of contact to professionally answer and direct telephone calls to proper person.
- Answer entrance door and greet and navigate members and guests.
- Format and print letters as assigned by Pastor or Church Leadership.
- Keep Member files, Baptism, Attendance and Weekly Service files, organized and up to date.
- Sort and deliver in-office mail, and sign for delivered packages and inform recipient.
- Mail packages at Post Office, as necessary.
- Prepare mailing labels for Congregational mailings.
- Manage Church Planning Center member profiles, church website, and maintain church and facility use calendars.
- Create weekly church bulletins using Lutheran Service Builder.
- Recruit and schedule worship and alter ministry church volunteers.
- Consult with Pastor to provide administrative assistance with worship bulletin covers, special bulletins, and worship schedule.
- Prepare special bulletins for Baptisms, Confirmation, Weddings, and Funerals. Update Planning Center as necessary.
- Purchase and Order office supplies as needed and order repairs, maintenance and supplies for office machines.

## Facility

- Obtain quotes for facility repairs, maintenance, and schedule regular inspections.
- Ensure all A/V needs are met including equipment.
- Troubleshoot the A/V equipment and recruit and train A/V personnel.
- Maintain ProPresenter Presentation Software and create slides used for Worship.
- Administer Miscellaneous Systems: Telephone, Burglar Alarm, Door System Access.
- Oversee renewal of lawn service, snow removal, tree trimming and other external maintenance.

## Required

- 2 to 4 years of successful administrative responsibilities.
- Excellent communication and relationship skills.
- Strong organizational skills and follow-through discipline.
- High attention to detail and process orientation.
- Professional persistence with a servant mindset.

## Preferred

- Experience with Church Planning Center.
- Proficiency with Microsoft products.
- Background of facility management.
- Knowledge of Presentation Software.

## Salary

- \$20/hr.

## Benefits

- Disability Insurance
- Pension Plan
- 403(b) Plan
- Paid Time Off Based on Illinois Law

This role speeds up communication and drives the administrative function. If you have a strong administrative background with some facility management, you are encouraged to apply.

Apply by emailing: [jobs@oursavior.com](mailto:jobs@oursavior.com)