



600 Sixth Avenue | Des Moines, Iowa 50309 | 515.243.7691
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Office Specialist

Approximately 29.5 hours/week (9:00a-4:15p Monday–Thursday, until 4:45p on Wednesdays)

Position Summary: The Office Specialist will maintain and coordinate administrative functions of the church office, including updating membership records, scheduling office staff, and ensuring office functions are carried out smoothly.

MAJOR RESPONSIBILITIES

1. Train, supervise and schedule the Office Assistant and office volunteers.
2. Either directly or in supervision of others, ensure the business office is open daily, people are greeted and assisted whether in person or by telephone. Serve as main point of contact for office operations.
3. Schedule building use for church activities and, as approved, by outside parties.
4. Schedule worship assistant volunteers, (i.e. lectors, communion assistants, etc.) communicating with staff and volunteers as necessary.
5. Serve as first contact for Funerals at St. John's, gathering pertinent information and coordinating with Pastors as needed.
6. Track and order office supplies; work with outside vendors as needed in coordination with other staff.
7. Keep clear & concise membership records for the congregation, both for the sake of daily ministry and for reporting to the ELCA on a yearly basis through the Synodical Report.
8. Main point of contact for the Post Office and processing mailings; monitor postage balances
9. Coordinate with Communications Director to ensure the church calendar is accurate and current.
10. Back up Communications Director as needed, preparing communications materials using InDesign and Microsoft Office when requested
11. General staff support duties, i.e. sorting daily mail, making copies, providing administrative support to pastoral staff.

KNOWLEDGE/SKILLS/ABILITIES

A friendly, gracious manner with the ability to relate to people of all ages and a variety of life situations; good listener; excellent verbal and written communication skills; an understanding of St. John's.

QUALIFICATIONS

Bachelor's degree preferred; experience in meeting/serving the public; organized and able to multi-task; basic Microsoft Office software applications (Word and Excel); basic understanding of InDesign desktop publishing software. A commitment to actively promote an inclusive and welcoming community and to work for racial equity and justice.

REPORTS TO

Senior Pastor