

## **Part-Time Office Administrator - Highlands Lutheran Church**

Highlands Lutheran Church is seeking a part-time office administrator for 12-14 hours a week at \$15/hour.

The office administrator at HLC is responsible for managing our church office 2-3 partial days a week, working with the Pastor, and helping field communications with the church (in person, print, and electronic), creating weekly and quarterly publications, and welcoming visitors, volunteers, and members of our congregation.

Our ideal candidate would be organized, detail oriented, and comfortable working independently. The environment is often quiet, though Pastor and volunteers will frequently be present.

### **Main Duties and Responsibilities:**

- Communicate with visitors, volunteers, groups holding meetings here, members, pastor, and staff in person and via phone, print, email, etc.
- Produce, print, and assemble weekly bulletins for church services and special services through the year
- Create and send out weekly e-news to congregation
- Create and distribute a quarterly newsletter with help from volunteers and our Pastor
- Prepare and print information submitted for the Annual Congregational Report
- Assist with publication to Nextdoor and Facebook, as well as maintaining updated information on our website and electronic church sign
- Maintain church records including, but not limited to, information for parish records and our church directory
- Order office, worship, and building supplies
- Communicate with church council, ministry teams, and committees

### **Qualifications:**

- Excellent people skills, and an ability to work with a diverse group of people
- Excellent communication skills - both written and verbal
- Skilled at working on a PC, especially in Microsoft Word, Excel, and Publisher and other church database software
- Strong attention to detail, well organized, and comfortable getting information and direction from multiple sources
- Work independently and with limited supervision
- Experience working in a church environment is preferred

### **About Highlands Lutheran Church:**

We are a small but mighty ELCA congregation in Northwest Denver. We are also a Reconciling in Christ Congregation. We are known for our passing of the peace, which can last several

minutes. We welcome all people to our congregation where we intentionally follow the life & teachings of Jesus, and are committed to hospitality and social justice. Worship is liturgical, but also flexible. We like to change things up from time to time. We offer communion every week, and ALL are welcome at the table.

**To apply:**

Please send an email to [nvjobin@comcast.net](mailto:nvjobin@comcast.net). Include your resume as well as a cover letter addressing the following:

- Why you would like to work at Highlands Lutheran Church?
- What makes you a good candidate for this job?
- Aside from your office skills, what will you bring to HLC?
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Applications will be accepted until October 10, 2017.