

CHRIST CHURCH LUTHERAN (CCL)

Position Title: Office Administrator

Position Reports To: Lead Pastor

Position Summary: The office administrator works in partnership with the pastoral team and a vibrant, progressive, and growing congregational community. The person in this position carries out administrative and secretarial functions for the church, produces and coordinates print and electronic communications, and coordinates volunteer involvement in the ministry and activities of the church. At Christ Church, we are known for our welcome and hospitality, our worship and community outreach, and our building - a National Historic Landmark. The office administrator position is a 30-35 hours per week, salaried, benefit-eligible position, reporting to the lead pastor. This is an on-site position.

Major Responsibilities/Activities

Administration

- **Receptionist:** Greet/assist visitors, answer and direct phone calls, take phone messages, answer emails, handle mail, manage printing and copying, maintain office files, manage/maintain church calendar, regularly communicate with full-time and part-time staff.
- **Office Supplies and Equipment:** Maintain office supplies, manage office equipment upkeep.
- **Recordkeeping/Bookkeeping:** Maintain church records (e.g., membership, official acts), handle requisitions, prepare/initiate payments, acknowledge donations from donors, enter data, and provide other assistance to the church treasurer as needed.
- **Building Use Coordination:** Coordinate building use and serve as the primary contact for external groups. This includes responding to all inquiries; showing the space; reviewing building use guidelines and developing agreements with external groups, including price; arranging for space preparation, set up, and clean up; ensuring someone from church is on site for the event.

Communications

- **Sunday Bulletins:** Produce and print complete, high-quality drafts of all worship bulletins to be reviewed by the pastors and cantors, as appropriate, and finalized based on their edits or feedback.
- **Website Updating/Social Media:** Maintain an active CCL social media presence (Facebook, Instagram, YouTube) in collaboration with volunteers and update website in a timely manner. Assist with weekly email updates.
- **Print Media:** In consultation with the pastors and cantors, produce seasonal brochures, posters, or flyers for the Sunday Adult Forum Series, the Music Series, and CCL sponsored events.

- **Monthly Newsletter** (*Courier*): Produce the *Courier* each month with proofing by the lead pastor. Generate some content for *Courier* but obtain most of the content from others.

Volunteer Coordination

- **Organize Volunteers for Activities and Events:** Recruit, schedule, equip, and support volunteer involvement in church ministry and events including lay worship leaders, Sunday coffee, meals, receptions, and other events.

Other office, administrative, and general support duties as assigned.

Position Qualifications

- Associate's degree or equivalent required; Bachelor's degree preferred
- 2 years' relevant experience in a church, non-profit, or related setting required; 3+ years' experience preferred
- Demonstrated skills in designing and writing communications materials required; superior writing and organizational skills preferred
- Proficiency with Microsoft Office Suite, web-based technology and social media;
- Proficiency with or willingness to learn InDesign, Quickbooks, and church management software
- Ability to work with minimal supervision, with initiative, and good judgment
- Ability to communicate effectively with diverse groups and ages
- Ability to think creatively, prioritize, and problem solve
- Strong interpersonal skills
- Ability to maintain confidentiality
- Excellent time management skills
- Ability to manage work flow interruptions effectively and meet deadlines
- Detail oriented

You are always welcome to worship with us but this is not a requirement.

Salary Range: \$45,000 to \$50,000 depending on experience and qualifications.

Application Deadline: 6/6/2022 (Applications will be reviewed on a rolling basis.)

Please submit resume and cover letter via email to the church council president at: president@christchurchluth.org

Or mail to:

*Christ Church Lutheran
Attn: Church Council President
3244 34th Ave S
Minneapolis, MN 55406*