

## **OFFICE ADMINISTRATOR**

Christ Church Lutheran in Minneapolis is seeking a full-time Office Administrator. This is a new and critical role working in partnership with our pastoral team and a vibrant, growing congregational community. 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 full-time, benefit-eligible position, reporting to the Lead Pastor.

### **Major Functions:**

#### Administration:

- Greet visitors and answer phone calls and emails
- Maintain office files and church calendar
- Manage office equipment and supplies
- Assist with recordkeeping and bookkeeping
- Coordinate building use and serve as primary contact for external groups

#### Communications:

- Produce complete, high-quality bulletins for all services
- Update the website and manage social media
- Produce seasonal brochures, posters, and flyers for events
- Coordinate and create the monthly newsletter

#### Volunteer Coordination:

- Recruit, schedule, equip, and support volunteers

### **Qualifications:**

- Associate's degree or equivalent; Bachelor's degree preferred
- 2 years relevant experience in a church, non-profit, or related setting; 3+ years experience preferred
- Demonstrated skills in designing and writing communications materials; excellent writing skills are key to success
- Proficiency with Microsoft Office Suite, web-based technology and social media; proficiency in InDesign preferred
- Ability to work independently while participating in a collaborative team environment
- Ability to communicate effectively with diverse groups and ages
- Ability to think creatively, prioritize, and problem solve within financial controls
- Experience, training, or aptitude for financial bookkeeping. Experience with or willingness to learn QuickBooks.
- Strong interpersonal and organizational skills
- Ability to manage work flow interruptions effectively and meet deadlines

Interested candidates should send a cover letter and resume to Pastor Kristine Carlson at [apply@christchurchluth.org](mailto:apply@christchurchluth.org) Position is open until filled.