

Job Description

Position: **Church Office Assistant**

Category: Part Time

Supervisor: Office Administrator

Purpose: To serve Jesus Christ through Community of the Cross Lutheran Church by coordinating the day-to-day operations; providing leadership and support to staff and members. Managing all church communications via phone, email, and hard copy; preparing weekly worship bulletins, announcements, and special worship services; producing a weekly newsletter, maintaining the master calendar, compiling the annual report.

Office Management:

- Provide friendly, professional customer service to members, visitors, and staff.
- Oversee phone coverage.
- Maintain a clean, organized office environment.
- Receive & distribute mail including keeping postage.
- Provide administrative and resource assistance to the Pastor, Church Council, and commissioners as requested to assist with the implementation of the vision, mission, and ministries for the church.
- Other duties as assigned.

Publications & Communications:

- Coordinate and facilitate the production of the weekly worship service bulletins and PowerPoint presentations.
 - Work with Pastor, music staff and children's ministry on worship components including liturgy, special music, and more.
- Be the point person for all church announcements to ensure weekly announcements are up-to-date and meet the direction of lay leaders and Pastor.
- Create and distribute weekly newsletter to all congregation members.
- Keep the email distribution list accurate and up to date.
- Send prayer requests to the prayer coordinator and inform pastor of all changes.
- Provide content and update website per church news and events.
- Coordinate the material and print CCLC's annual report including congregation mailings according to CCLC's constitution.
- Keep exterior church sign up to date.
- Support Stewardship in annual campaign including mailings, printing and more.
- Design & produce special publications such as funeral bulletin and other special event materials as needed by staff and other congregation leadership.

Building & Grounds:

- Keep the master building use and program calendar, ensuring accurate and up to date information on the Google calendar posted on the church website.
- Coordinate and facilitate all aspects of building use by internal groups and outside groups including, but not limited to:
 - addressing inquiries
 - scheduling
 - maintaining forms
 - collecting necessary information
 - invoicing & collecting fees for building use.
 - communicate with Building and Grounds personnel.
 - provide Custodian with set up information.

Qualifications and Competencies:

Minimum Requirements:

- Personal relationship with God through faith in Jesus Christ
- High school diploma or GED equivalent required.
- Three years or more of related work experience.
- Fluency in Microsoft programs (including Word, Excel, Publisher, and PowerPoint).
- Strong sense of organization with strong attention to detail and accuracy, balanced with a willingness to be flexible and adaptable to the needs of the position.
- Demonstrated excellent communication, both written and verbal
- Excellent interpersonal and people relationship skills
- Must have an ability to multitask and prioritize tasks with multiple interruptions a day.
- Must be a self-starter and able to prioritize responsibilities without much guidance.
- Willingness and ability to successfully pass a background check.

Physical Competencies:

- Able to move freely around the office and church building.
- Able to lift to 40 lbs.
- Able to sit at a desk for extended periods of time, using and answering the telephone, and utilizing a computer keyboard.

Compensation:

This is a part-time position based on a 25-hour work week, hourly rate is \$18 per hour. Employee performance will be reviewed annually with respect to cost-of-living and employee contribution.

Accepted by: _____ **Date:** _____
Revised 7/2023