Position Description

Job Title   Office Administrator

Position Summary   Responsible to oversee and administer the church office, office staff and volunteers, and serve as administrative assistant to the Lead Pastor

Reports to   Lead Pastor

Position Status   Full Time/Exempt

Job Responsibilities

- Oversee and administer the church office and the various resources the office provides for ALC ministries
- Supervise and manage volunteers who assist with various duties through the office including bulletins, newsletters, mailings, etc.
- Serve as administrative assistant and receptionist for the Lead Pastor and the congregation
- Maintain church membership roster and other church contact bases
- Assist in coordinating volunteers for church ministries, particularly those assisting in worship
- Place orders to maintain office, worship and custodial supplies
- Serve as Financial Secretary for recording member giving in membership database
- Receive, open, organize and distribute mail and various bills and invoices in preparation for the Bookkeeper
- Oversee, receive and codify business credit card receipts and reimbursables with appropriate documentation
- Manage the church calendar
- Create, design and publish church bulletins, mailings, newsletters and other publications
- Other duties as assigned by the Lead Pastor

Job Skills and Requirements

- An understanding and heart for working with church members
- Ability to interact with a variety of people, keep appropriate confidences and work closely with pastoral leadership
- Ability to be self-motivated and plan ahead for office ministry needs
- Interpersonal skills and ability to organize and supervise volunteers
- A good phone presence with callers
- Computer skills, particularly word processing, publishing, and data processing: key software programs include Word, Publisher, Excel, WordPerfect and church membership database (Shepherd Staff)
- Good organizing, communication and planning skills, and ability to be flexible in working with other staff
- Good computer skills and willingness to learn new computer software programs as needed
- Able to pass background check required of all staff at Atonement Lutheran

Evaluation and Compensation

The Office Administrator reports directly to the Lead Pastor and receives an annual performance review. Compensation is reviewed annually and distributed bi-weekly.

- Job Description updated: January 5, 2015