

**Job Description: Office Coordinator**

Christ the King Lutheran Church of Delafield, Inc, Delafield, WI 53018

June 30, 2021

**Accountability**

The Office Coordinator reports to the Pastor, who is the Office Coordinator's supervisor.

**Minimum Requirements**

1. Strong interpersonal and communication skills
2. Strong organizational skills coupled with an ability to attend to details
3. Ability to manage projects from beginning to completion
4. Strong writing and proofreading skills
5. Proficiency in Microsoft Office and Adobe Creative Cloud applications
6. A baccalaureate or associate degree in related field preferred. A high school diploma or equivalent required.
7. A willingness to grow in abilities while working for a Lutheran congregation

**Responsibilities**

1. To assist the Pastor in the administrative tasks of the congregation
2. To serve as receptionist
3. To assist programmatic staff, as directed by the pastor

**Duties**

1. Prepare congregational correspondence and publications, typically using Microsoft Office and Adobe Creative Cloud applications
  - a. Prepare and publish weekly bulletins and monthly newsletters
  - b. Prepare mailings for distribution.
  - c. Prepare communications on behalf of staff and congregational leaders
  - d. Prepare other projects as directed by the pastor
2. Manage mailing and distribution lists.
3. Greet and assist members, guests, and visitors. Answer the phone, direct calls, and take messages.
4. Assist with all aspects of administrative management, directory maintenance, logistics, equipment, and storage.
  - a. Perform multifaceted, general office support.
  - b. Troubleshoot calls regarding the plant facility/maintenance issues and facilitate communication as needed for volunteer or commercial support/repairs.
  - c. Complete and maintain congregational records, digital and written, as directed by the Pastor. Issue proper certificates for pastoral acts.
  - d. Maintain and operate office equipment, such as telephone system, photocopiers and computers.
  - e. Maintain an accurate master church calendar.
  - f. Prepare the annual reports for the congregational annual meeting and the ELCA Synod.
  - g. Access members' financial information through the church's software database and to release and/or modify as directed by the Financial Secretary or the church member
  - h. Retain and use all software and web-based programs used by the church, including but not limited to retention and use of passwords.
5. Send and receive documents and correspondence for the congregation. Send emails. Send and receive mail and packages.

6. Manage files and documents.
7. Manage inventory of assets and supplies, source for suppliers and vendors, and submit invoices. Place orders and receive shipments.
8. Assist in various daily operations. Coordinate between ministry areas and committees.
9. Serve as Wedding and Funeral Coordinator, as laid out in the office procedure manual.
10. Other duties, as directed by the pastor, who is the supervisor

**Signs of Success**

1. That warm hospitality be shown to all, in person and in other forms of communication
2. That accuracy and proficiency be highly regarded and demonstrated
3. That professionalism be maintained
4. That confidentiality be strictly maintained
5. That technology and data files be maintained, carefully secured and regularly backed up
6. That collegiality with other staff be maintained and fostered