

Galilee Lutheran Church, Pewaukee WI

Job Description

**OFFICE COORDINATOR**

**Mission Statement:** *Walking with Jesus, Sharing God's love and grace, Serving all faithfully*

**Vision Statement:** *To re-root ourselves in the Pewaukee Community, building partnerships that bring blessings to our neighbors, while strengthening our relationships within Galilee in the name of Jesus.*

**Reviewed and approved by: Leadership Board**

**Hours:** 32 hours/week, M-Th; generally 8:30 am-4:30 pm (may be adjusted slightly)

**Pay Range:** \$18-\$22/hour (dependent upon experience)

**Position Reports to:** Pastor

**Status:** Part Time/Hourly

**Position Summary:**

The position provides coordination and organization for the operations of the church office, which supports and strengthens the overall ministry. The Office Coordinator is the hub for communication between leaders and members of the congregation, and with the community beyond our doors. They will maintain church records and statistics, provide reports and information, and manage the daily running of the office in partnership with the Pastor. They are a vital part of the staff team in carrying out the mission of the congregation.

**Qualifications**

1. Has the ability and willingness to embrace the mission and the goals of Galilee Lutheran Church and to participate in furthering said mission and goals through the position.
2. Brings experience in office coordination and management with demonstrated competency in computer-based systems and programs for communication, information management, and publications like Microsoft Office products, Publisher, Excel.
3. Possesses excellent written and verbal communication skills.
4. Has the ability and desire to work independently and to be proactive in the completion of duties with excellence, while also embracing their place in the staff team and its work together.
5. Can effectively prioritize and complete multiple tasks at the same time and to meet deadlines.
6. Demonstrates a high degree of integrity and ability to maintain confidentially.
7. Pays attention to detail.

**Areas of Responsibility**

- **Communication**
  - Warm greeting and welcome as the first point of contact with people who engage the church by phone or general email, as well as for those enter in person;
  - Efficient and timely distribution of messages, information, mail;
  - Navigate multiple communication platforms including, but not limited to, social media, email, website, print, verbal, constant contact, Church Trac, etc;
  - Align communication across all platforms in partnership with other church staff and congregational ministry leaders.
- **Publications**
  - Prepare and publish weekly and special worship bulletins and announcements in coordination with Pastor, Music Director, and other leaders;
  - Prepare and publish weekly e-news in coordination with Pastor and other leaders;
  - Prepare and publish monthly newsletter which goes out electronically and in print in coordination with Pastor and other leaders;
  - Proofread all publications with multiple people to ensure minimal to no errors.
  - Prepare and publish Annual Report

- **Membership Management & Reporting**

- Enter and maintain accurate membership information using church software (Church Trac);
- Track and report membership statistics and information for annual report, monthly Leadership Board meetings, and at other times as requested and needed by Pastor and other leaders;
- Prepare all certificates for milestones of baptism, first communion, confirmation, new members, etc.
- Track worship attendance;
- Maintain an accurate list of congregational leaders;
- Communicate membership changes to the Financial Secretary.

- **Office Management**

- Send mailings as needed, may require trips to the post office;
- Maintain and order office supplies as needed;
- Oversee organization of the office supplies and their accessibility by church leaders;
- Assure that the office equipment is in good working order; calling for service when needed;
- Maintain church calendar of events both for good communication AND for coordination of building space and usage; communicate with leaders as needed;
- Assist the leadership team of the Pewaukee Farmers Market as needed;
- Assist others in use of office equipment;
- Manage single-use and ongoing facility contracts and scheduling of non-member groups.

- **Other duties as assigned.**

### **Physical Demands**

Most work is performed in a small office environment. The majority of the time is spent seated at a desk with access to telephone and computer. The job also requires moving to other church offices and rooms. The job involves frequent verbal communication either in person or by telephone with staff members, congregation members and vendors. The job requires the ability to occasionally lift up to 50 pounds when handling supply shipments, envelopes, copier paper, files, binders, etc. Duties include some visual strain resulting from close detail work and long sessions sitting in front of a computer monitor. Occasional trips to purchase office supplies and the post office will be required.

### **Mental Demands**

The duties of the position require organizing multiple things at one time and coordinating work with many people. Creativity and innovation are needed to prepare publications. Ability to receive feedback, integrate new ideas, communicate mission and to respond with respect and clarity is necessary.