



## Norway Grove Memorial Lutheran Church

820 River Road DeForest, WI 53532

608-846-9711

www.norwaygrove.com

# Job Description | Office Administrator

This role has the responsibility to manage the functions of the church office and to work closely with Pastor and peers. This role reports to the Pastor.

The job requires a commitment of 37 hours/week, Sunday through Thursday. This schedule includes Wednesday evenings. Requires regular attendance at weekly staff meetings. Compensation is \$15-18 with paid time off 3 weeks each calendar year. Employment is offered pending results of background check.

### Position Responsibilities

- Weekly preparation of worship bulletins and screen presentations for both Sunday and Wednesday services, and other special services (Christmas, Easter, etc.)
- Scheduling of worship assistants for Sundays and Wednesdays
- Responsible to collect content and to create newsletters
- Maintaining files of the church. Church building, legal, membership transfers, correspondence, and other vital church information
- Maintain the information kiosk and bulletin board content
- Preparation of Certificates of Baptism, Confirmation, Communion & Mailing of Marriage Licenses
- Maintaining enrollment and provide updated lists of religious education students. Annual review of records and collection of felt lambs from baptismal banner for presentation to 3-year olds beginning religious education
- Maintaining Membership Directory and church ledger information (Members, baptisms, weddings, funerals, transfers)
- Maintain and update social media and church website
- Maintenance and ordering of all office supplies and equipment. Maintaining folder and copier by servicing regularly and arranging for repairs when necessary
- Maintenance of elevator. Arranging for the yearly "load test" required by the state, and monthly checking of oil levels. The state inspection happens automatically however, a part of that is securing the yearly load test.
- Daily pick up, sorting, and distribution of church mail
- Answering phones and emails, handling all inquiries possible, taking messages, and daily review of message machine
- Perform volunteer coordination, working with committee leads
- Numerous 'other' duties as assigned. (ie. Communion Prep for Wednesdays)
- Backup administrator for OnRealm and point of contact for user questions
- Coordinate Pastors schedule as well as church facility usage calendar and church events calendar
- Presence in the office to greet people who visit during the week

See next page...

Qualifications

- Proficiency with Mac/Apple technologies
- Proficiency with general office equipment (copiers, etc.)
- Friendly, positive
- Ability to maintain confidentiality
- Excellent communication skills, both written and verbal
- Highly organized and able to prioritize and complete multiple projects running concurrently
- Experience using/updating multiple social media platforms (Facebook, Twitter, etc.)
- Ability to update content on website
- Experience with ProPresenter is desirable. Ability to learn is required.
- Ability to create highly polished but visually appealing documents, publications, presentations
- Ability to create charts and graphs
- Foundational knowledge of the Church liturgical calendar (seasons)
- Foundational knowledge of Lutheran teachings is desired
- Ability to interact with all people, from all walks of life, with hospitality, graciousness and compassion
- Ability to self-start and work individually, as well as collaborate in a team setting
- Overall proficiency with technology and willingness to learn new technologies as they evolve
- CPR/First Aid Certification is required
- Prior experience is desirable