

Church Office Administrator
Job Description
Zion Evangelical Lutheran Church, Minneapolis

Reports to: Pastor
Status: Part Time
FLSA: Non-Exempt

Job Summary: The Church Office Administrator will provide office hospitality, administration, and church communications for the sake of the staff and the mission of Zion Lutheran Church.

Essential Functions

Administrative

1. Provide a warm and hospitable environment during Zion's office hours.
2. Answer phones, emails and doorbells in a friendly and timely manner.
3. Maintain clean and organized office area and document files.
4. Sustain written and computer records for the congregational membership and parish events.
5. Order and manage supplies and equipment for the office and congregational needs.
6. Serve as a trouble-shooter for basic technical issues.
7. Show boundaried care for those experiencing conflict or crisis.
8. Support the Executive Committee and Pastor as needed.
9. Support the Lyndale Community Dinner as needed.

Communications

1. Ensure that all communication vehicles represent Zion with a timely, engaging, and inclusive voice.
2. Collect and distribute relevant content for public communication, which includes: worship bulletins, emails, website content, flyers and mailings.
3. Manage and share the church calendar using Google Calendar.
4. Maintain a church membership and mailing list.
5. Continually seek improved strategies and technologies for the administrative and communication functions of this congregation.
6. Invite, equip and thank Zion's volunteers.

Qualifications Required

1. Basic knowledge of church workings.
2. Strong skills in MS Word, Publisher, Powerpoint.
3. Strong skills in these or similar services: Servant Keeper, Google Calendar, Gmail, Mail Chimp, Facebook, and WordPress.

4. Excellent interpersonal/social skills; ability to foster healthy relationships.
5. Strong organization and communication skills.
6. Ability to self-start and collaborate well.

Core Competencies:

1. Mission Ownership: Demonstrates understanding and full support of the Christian mission, vision, values and beliefs of the congregation, can demonstrate those values to others and behaves in a manner congruent with the mission, vision, values and beliefs.
2. Time Management: Is able and willing to prioritize tasks that contribute to the organizational goals; uses time effectively and efficiently; values and respects the time of others; works within the hours prescribed by the supervisor.
3. Clear Communication: Is able to write and deliver a message clearly; articulates appropriate emotion in a variety of settings that is congruent with the context and audience; shares information in a transparent, timely and unambiguous way.
4. Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support with her presence; demonstrates appropriate and boundaried expressions of care.

Commitment and Compensation:

18 hours per week, preference Monday, Wednesday, Thursday noon-4PM, Tuesday 10AM-4PM.
Salary: \$15,000. Includes 2 weeks of paid vacation, paid federal holidays and 1 week of paid continuing education each year.

Application Process:

Interested candidates should send a cover letter and resume to Pr CJ Valenti, cj@zionchurempls.org. Start date is anticipated to be mid October.