

# Amazing Grace Lutheran Church

## Inver Grove Heights, MN

### Office Administrator

Reports to: Lead Pastor

Status: Part-time (avg. 15 hrs./week), non-exempt

Compensation: Per St. Paul Area Synod Guidelines

### Job Summary

The Office Administrator will contribute to fulfilling the purpose of Amazing Grace Lutheran Church by providing administrative support for the Pastor and staff. The Office Administrator continually works to keep the day-to-day operations organized and clear. The person in this position organizes information, manages team logistics, and communicates information related to the church's operations and ministry.

### Essential Functions

#### Administrative & Worship Support

- Provide administrative support for the pastor(s) and staff as needed.
- Create and print all worship bulletins and announcements in coordination with the Pastor(s) and Interim Worship Music Director.
- Maintain Church membership database.
- Receptionist and hospitality duties including answering phones and welcoming and assisting visitors.
- Ensure completion of the annual Congregation Report for the ELCA.

#### Communications Coordination

- Work with the Communications Coordinator to keep congregational website, social media, and electronic sign messaging updated.
- Manage appropriate copyright and licensure requirements.
- Coordinate periodic congregational mailings
- Manage the main church activity and building calendar

#### Office Management

- Review and approve invoices to ensure prompt payment of congregational expenses.
- Coordinate with the Business Management Team as needed to manage and maintain phone services, internet connectivity, and IT Support services.
- Coordinate building needs with volunteer Property Manager.

- Schedule and facilitate the public use of the building according to the building use policy.
- Order and purchase office, building, and worship supplies.

### **Other Responsibilities**

- Participates in staff meetings.
- Facilitate new employee orientation as needed.
- Occasional evening availability for committee or Council meetings

### **Qualifications**

- Prefer Associate or Bachelor's degree or equivalent experience in administrative support and office management, preferably in a church or non-profit setting.
- Knowledge and experience in working with office equipment including computers, printers, copy machines, basic network maintenance, and phone systems.
- Ability to type 50 words per minute.
- Expertise in working with word processing, presentation, spreadsheet (Microsoft Office products) and church database software (Breeze). This includes the ability to learn other software applications.
- Familiarity with financial reporting and accounting software (QuickBooks) is preferred.
- Demonstrated ability to work and accomplish tasks independently and as a member of a team that regularly includes volunteers.

### **Optional Experience That Would Expand the Role**

These are not required; more hours and/or a higher rate of financial compensation than what is listed above would be negotiated.

- Video production and/or live stream production, including familiarity with Adobe video production software.
- Financial reporting, accounting and payroll/benefit administration.

### **Physical Requirements**

- Able to move freely in an office space and throughout the church building.
- Able to lift up to 25 pounds on an infrequent basis.
- Manual dexterity
- Unimpaired vision

### **Core Competencies**

- *Organizing.* Can gather and organize needed resources to fulfill responsibilities; can use resources effectively and efficiently; can orchestrate multiple activities at once to complete tasks and goals in a timely manner and on deadlines.

- *Communication.* Demonstrates excellent verbal and written communication skills.
- *Planning.* Accurately assesses the amount of work needed for projects and develops schedule accordingly; anticipates and adjusts for problems, barriers, and challenges.
- *Managing vision and mission.* Articulates and supports the vision and mission of Amazing Grace Lutheran Church; speaks to a larger sense of purpose and helps others to own AGLC's vision and mission. Can Conceptualize and describe his/her administrative work as ministry.
- *Recruiting Volunteers.* Can recruit capable people for performing office projects and tasks if/when needed; builds people up; communicates clearly with volunteers including expectations.
- *Managing Conflict.* Deals with problems quickly and directly; engages conflict as opportunities for growth; focuses when listening; settles disputes collaboratively and finds common ground.
- *Interpersonal relationships.* Relates well to a diversity of people; builds appropriate rapport and constructive relationships; is regarded as a team player.
- *Trust and integrity.* Is widely trusted; understands and keeps confidentiality when appropriate; admits mistakes; behaves in alignment with a set of core values during good and hard times; does what he or she says and says what he or she does.

Submit resume' to Interim Interim Lead Pastor Jim Weckwerth at [jweckwerth@aglcigh.org](mailto:jweckwerth@aglcigh.org).  
Deadline for submission is January 17<sup>th</sup>, 2021.