

Job Description: Church Office Administrator

Requirements:

Signed confidentiality agreement

Job Duties/Responsibilities:

Manage church phone, messages, email, mail, website and facebook

Prepare and distribute church newsletter

Prepare Sunday bulletin and PowerPoint

Keep church records: membership, baptism, deaths, etc.

Maintain and update Building Use Calendar

Organize outside groups: schedule, keys, and insurance

Track weekly worship attendance

Prepare Annual Report

Submit Yearly Parochial report to synod

Keep office supplies stocked

Make Augsburg orders for liturgical and worship supplies (candles, certificates, books, manuals, devotionals, etc.)

Maintain list of keys

Assist Pastor as needed

Preferred Qualities/Skills:

Attention to detail

Ability to organize and plan

Ability to work in distracted environment

Adaptable and Self-motivated

Ability to work independently

Compassionate phone presence

A heart for Christ-like service

Hours and Pay

9:30AM-2:30PM Tuesday-Friday

\$18/hour

Please email resume reply. No phone calls.

Lutheran Church of Christ the King, Tacoma, WA

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