

**Open date: September 23, 2019**

**Close date: open until filled**

## **Creator Lutheran Church**

### **Bonney Lake, WA**

#### **Job Description: Part-Time Office Ministry Coordinator**

**Position Summary:** This is a position shared with another part time Office Ministry Coordinator. The Office Ministry coordinators are responsible for the daily management of the church office. This position will provide administrative support for the Pastor, Council and congregation.

**Hours and compensation:** This is a 10 – 12 hour a week position.

**Compensation:** DOE

**Reports:** Pastor

#### **Job Responsibilities and Duties**

- Responsible for being the first point of contact for those calling or visiting Creator during the week; therefore, must effectively and positively represent Creator to visitors, community members, social service agencies and vendors
- Maintain communications systems for the congregation including newsletters, social media, and annual congregational and Synodical reports
- Provide Administrative support to Pastor, Administrative Team, Preschool, Ministry Teams, and Council including written correspondence, special project activity mailing to congregation, distribution of meeting agendas etc.
- Prepare all worship folders and PowerPoint presentations for all worship services
- Orders and maintains all church supplies
- Maintains church records/database
- Maintain files and organization in church office
- Maintains Communications Board
- Responsible for the daily management of the church office
- Input weekly attendance and financial giving into the Council ledger
- Attend all staff meetings and retreats, take notes/minutes for distribution
- Manage Creator calendars, scheduling events and meeting rooms, and Event Binder
- Manage Council Binder and post Council Minutes on Creator website
- Maintain and update Desktop Manual
- Other tasks as assigned

**Job Requirements:**

- Prefer a committed Christian who is an active member of a faith community. Knowledge of the Lutheran Church is a plus
- Strong commitment to the mission of Creator Lutheran Church
- Previous office management experience
- Ability to work effectively and collaboratively in a team setting and maintain positive relationships with staff, congregational members and leadership
- Must be able to handle confidential material and information with discretion
- Must be able to communicate effectively, both verbal and written
- Proficient computer skills including Word, Excel, Publisher, Outlook, PowerPoint
- Proficiency in the use of standard office equipment
- Strong organization and editing skills paying attention to detail
- Ability to work independently
- Open to learning new software applications
- Must be able to pass a background check

**To apply for this position please submit the following (electronic applications preferred)**

- Letter of Application: The letter should address work experience as outlined in the job description
- Current Resume
- Three references: please provide the name, address, phone number and email address for each reference.

Send all required materials to:

<b>Email:</b> office@creatorlutheran.net	<b>U.S. mail</b> Creator Lutheran Church Attention: Personnel Team 16702 S. Tapps Dr. E. Bonney Lake, WA 98391
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