

POSITION

Office Administrator

JOB DESCRIPTION

The office administrator will provide administrative support to the pastor and church leadership. The duties include: answering incoming calls, creating the weekly bulletin, updating church calendar, and sending out mailings. He/she will manage the routine office work at the church including voicemail follow-up, email & postal mail.

PRIMARY RESPONSIBILITIES

1. **Office Management:** Maintain accurate and organized church records and files. Maintain the neat, orderly and efficient operation of the church office, including supplies, technology, and equipment. Manage the church calendar.
2. **Communication:** As a representative of Our Saviour's, be a point person for communication with those outside the church as well as those in the congregation. Ensure prompt, professional and caring communication between people and the church office.
3. **Ministry Support:** Provide administrative support, coordination, and resources for the Pastor, volunteers, and ministries of Our Saviour's, especially for guest/visitor follow-up, Sunday School, and Worship Ministry.

ACCOUNTABILITY

This position reports to the Pastor for ministry direction, daily responsibilities, and accountability while also coordinating with the Church Board.

QUALIFICATIONS

1. A committed Christian who affirms and supports Our Saviour's values and core beliefs.
2. Exhibits excellent interpersonal skills and genuine care in relating to a variety of people and situations. Demonstrates wisdom and discernment when handling sensitive situations or confidential information.
3. Demonstrates good organizational and time-management skills.
4. Demonstrates initiative and follow-through – a self-starter needing little supervision.
5. Demonstrates basic computer skills and experience, particularly with the MS Office suite (Word, Excel, PowerPoint) and email.

TERMS OF EMPLOYMENT

1. This part-time position averages 10-15 hours per week with a probationary period of three months. On occasion, some weekend hours may be required. The initial three-month performance review will give both the employee and Our Saviour's an opportunity to address any issues or to reevaluate employment.
2. Compensation is hourly and does not include benefits.

Please mail, email, or deliver your resume to the church office.

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