

Office & Communications Coordinator

Zion Evangelical Lutheran Church

Zion Evangelical Lutheran Church is seeking a multidiscipline, creative individual who will strengthen the congregation's communication efforts as well as maintain a warm, working office environment.

Time: Part-time, 30 hrs a week

Qualifications:

- Familiarity with general office procedures either formal training or equivalent experience.
- Previous work experience in an office environment and / or degree.
- Strong computer literacy with knowledge including, but not necessarily limited to, word processing, layout, social media platforms, and spreadsheets.
- Must possess good office skills, writing skills, interpersonal skills, and maintain a high degree of confidentiality.

Reports to: Pastor

Responsibilities:

- Display and promote creativity in carrying out the church's mission and other responsibility areas.
- Demonstrate a warm and caring attitude in both in-person and electronic communication.
- Be present with and available to the congregation including Sunday mornings and four days of the business week.
- Answer phones, email, and walk-in traffic to the church and return messages in a timely manner.
- Maintain a universal church calendar for the scheduling of events.
- Work with Pastor on the church's on-going publications, such as (but not limited to) weekly bulletins and monthly newsletters.
- Work with Pastor to handle any required correspondence of the church.
- Work with Pastor to maintain an online presence for the church in areas such as the church's website and social media accounts.
- Maintain digital record keeping of the church's and members' information.
- Collect mail and other correspondence and distribute to responsible parties.
- Be understanding as to the flexible nature of the church's and liturgical calendar.

- Submit payroll information in a timely manner.
- Maintain set office hours with additional time handled at individual's discretion.
- Actively recruit and encourage volunteers within the congregation.
- And all other duties as assigned.