



**Christ Lutheran Church  
Cottonwood, MN**

**Office Administrator  
Position Description**

**Summary**

Christ Lutheran's Office Administrator performs support services for the life of the congregation, committees and worship. Specific responsibilities vary seasonally throughout the church year and depending on needs. Coordinates tasks with the Pastor, as directed.

**Status** Part-time (approximately 20 hours/week) with suggested hours of 8:30 a.m. – 2:30 p.m. Monday through Friday with some flexibility.

**Duties and responsibilities**

1. Daily office communications including phone, email and walk ins.
2. Format and print worship service bulletins – email and mail out appropriately.
3. Create and print bi-monthly newsletter and annual report – coordinate volunteer assemblers.
4. Communication support for committees.
5. Maintain online calendar.
6. Keep inventory and reorder office and worship supplies.
7. Prepare appropriate certificates and bulletins for special services.
8. Pick up mail daily from the post office (Monday – Friday).
9. Maintaining church statistical records.
10. Other duties, as assigned.

### **Expectations**

Accountability: The office administrator is an employee of Christ Lutheran Church through the Church Council and under the direct supervision of the Pastor.

Confidentiality: The office administrator is required to maintain confidentiality in all matters.

### **Qualifications**

- Written and verbal communication skills.
- Time management and organization of multiple tasks at a time.
- Reliable with work schedule and being proactive with deadlines.
- Computer experience, especially competency in working with Microsoft Word, Excel and Publisher.
- Willingness to learn proprietary software such as but not limited to Revelation Church Record Keeping, My Church Events online schedule, website.
- Cooperative and open to new ideas and suggestions.

### **Salary**

Commensurate with training and experience.

**Submit cover letter and resume to [pstrjanel@gmail.com](mailto:pstrjanel@gmail.com).**