

## **ST. PAUL'S LUTHERAN CHURCH**

104 South Village Avenue, Exton, PA 19341

### **Position Description: Communications and Office Administrator**

- Part Time:** This position anticipates 30 hours per week arranged in conversation with the pastor. Certain times of the year (fall, Christmas and Easter) are busier in a church office.
- Accountability:** The Communications and Office Administrator is directly responsible to the Pastor.
- General Description:** The Communications and Office Administrator supports the mission of this congregation by supporting the communication and administrative needs of St. Paul's Lutheran Church, and works cooperatively with the Pastor, Staff, Congregation Officers and other Leaders of the congregation.
- Requirements:** All staff are required to obtain background checks.
- Compensation:** Competitive based on experience.

**Further policies including employment, payroll, vacation, reviews and termination are outlined in the Employee Manual.**

#### **Specific Responsibilities:**

- Prepare worship materials to support worship services both in-person and online. (At present this includes printed bulletins and PowerPoint slides.)
- Supervise the development and distribution of all communications efforts including weekly congregational emails, weekly announcement slides, monthly newsletter, posters, seasonal mailings and other broad communications activities including updates to social media and the church website.
- Manage the online calendar of the church and building and is the primary contact for scheduling meetings, events, special services and all other affairs for both the congregation and the community.
- Coordinate and help conduct the general business of the congregation including documents and reports in an ethical, efficient and organized manner including support of the pastor, council and other ministry leaders.

- Answers and appropriately routes all incoming telephone calls and receives people as the first point of contact in the church office. This sometimes includes sensitive and/or complex requests for information and other inquiries to appropriate staff or church council members.
- Periodically maintain the records of the congregation including membership rolls, mailing lists, visitors, new member prospects, etc. together with the Director of Administration.
- Schedule and notify all volunteers for worship services.
- Monitor and maintain inventory of standard office supplies as well as supplies for ministries.
- Regularly check for incoming mail and email, promptly responding or routing to the appropriate people.
- Advise the staff on opportunities to improve and streamline communication processes.
- Attend staff meetings (currently every other week) to coordinate with co-workers.
- Operate computer and other standard office equipment as necessary in the fulfillment of the above listed duties.
- Other duties and responsibilities as St. Paul's continues to grow and pursue its mission. We also welcome the gifts, ideas, and experiences that will come with a new staff person who is open to our mission to Grow in Faith and Serve With Love!

***Desired Qualifications:***

- Maintain a high degree of confidentiality.
- Excellent oral, written, and interpersonal communication skills.
- Excellent organizational, administration and time management skills.
- Strong orientation towards details.
- Familiarity with Christian churches is helpful.
- Proficiency in use of a computer with standard office software (e.g., Microsoft Office suite of applications and Google Workspace) as well as standard office equipment (e.g., copier, scanner, folder, etc.).
- Ability to understand and use technology for the church's online presence, including the willingness to explore and adapt to new technologies.
- Preferred experience with email marketing platforms such as MailChimp or Constant Contact.

- Ability and desire to work with members and staff in a manner which creates harmony and promotes cooperation in a Christian church office team.

**Acknowledged and Agreed:**

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_