

Office Manager and Communications Coordinator

Purpose: The mission of Grace is to Share God's Love so that all are served and supported. The purpose of this position is to help tell the story of Grace so that the congregation and wider community can engage more deeply in our mission.

Required Education and Experience:

- Minimum of High School Diploma, Bachelor's Degree preferred
- 2 Years of Experience in an office setting
- People skills, Customer Service experience preferred
- Digital experience, including: word processing, database management, email campaign software, social media communication, etc.

Compensation:

- \$30,000, annual salaried, averaging 30 hours per week.
- Individual Medical Coverage provided through Portico Benefits; coverage may be waived for increased direct compensation.
- 10% Employer Retirement Contribution.
- Flexible schedule with some remote work.
- Occasional weekend and evening responsibilities.
- 2 weeks paid vacation, increasing with longevity.

Roles and Responsibilities:

Office Management

- Supervise Facilities Manager to ensure that the facility is clean, functional and prepared for events.
- Liaison with outside groups which use the church facilities.
- Negotiate contracts with vendors, including copy machine lease, phone and internet service, technology maintenance, etc.
- Purchase and maintain inventory of necessary office and ministry supplies.
- Create office equipment replacement plan.
- Maintain paper and digital backups of important congregational documentation, including: Bulletins, Council Reports and Meeting Minutes, and Annual Reports.
- Provide administrative support for the Senior Pastor, including fielding requests for assistance.

Communications Coordination

- Create and print weekly worship bulletins and digital worship slides, and create weekly mailings for homebound and non-digital members.
- Publish regular email campaigns with stories of ministry and invitations to serve.

- Create weekly announcement slides.
- Maintain church website with messaging for visitors/guests and members.
- Maintain an accurate database of members and visitors/guests of Grace and continue to develop online sign-ups to encourage engagement in ministry.
- Maintain an accurate, public church calendar of events.
- Develop a schedule for social media posts for the congregation.
- Track ministry engagement and provide monthly reports to the Council.
- Compile and publish Annual Congregational Report.

Core Competencies for Grace Lutheran Church Staff:

- ***Professional Skills:*** The employee is skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.
- ***Accountability:*** Employee's work behavior demonstrates responsible personal and professional conduct, which contributes to the overall goals and missions of Grace Lutheran Church.
- ***Relationships:*** Interacts effectively with others to establish and maintain smooth working relations and to ensure expectations are met.
- ***Communications:*** Effectively communicates by actively listening and sharing relevant information with coworkers, supervisor(s) and others so as to anticipate problems and ensure the effectiveness of the Grace staff.