

JOB TITLE: Office Administrator

REPORTS TO: Pastor (or as designated by Board of Elders during vacancy)

DATE: August 15, 2024

JOB SUMMARY:

The Office Administrator is responsible for the overall efficiency and productivity of church office operations by providing administrative support to staff, Board of Directors, Board of Elders, and members/volunteers. This is an in-person, on-site position located at Risen Savior Lutheran Church (RSLC) in Broomfield, CO.

MAJOR AREAS OF RESPONSIBILITY:

- General office administrative support
- Financial (Accounts Payable/Payroll)

PRIMARY OBJECTIVE:

- To serve RSLC by providing administrative and financial support to staff, boards, and members/volunteers by performing basic office duties.

SPECIFIC RESPONSIBILITIES OF JOB:

Administrative

- Receive, screen, and return phone calls and emails, answering questions, providing information, which communicates the policies and official acts process of the church.
- Greet and offer assistance to members and visitors; be available with a listening ear and loving heart.
- Coordinate the church calendar and space usage, assisting in scheduling events and official acts held at church along with all equipment required.
- Inform Pastor, staff and Elders when learning of situations requiring visit or phone call; e.g., hospitalized, home recovery, special needs.
- Ensure the maintenance of all office equipment and programs in accordance with service contracts, usage, and necessary supplies.
- Order supplies for office, kitchen, youth, and study groups.
- Oversee the maintenance and organization of membership files to include attendance, additions/deletions, updates, and official acts.
- Oversee the maintenance and organization of Google Drive documents.
- Assist in the maintenance of the website, social media, outdoor sign, weekly member emails and newsletters, member postcards for all church ministries.
- Assist staff with the reviewing of outside contracts; e.g., cleaning, IT, website, Comcast, Cintas.
- Assist the staff in developing new ideas and special projects.

- Work with appropriate boards, staff, and members/volunteers in carrying out the ministries of the church.
- Train and supervise office volunteers as needed; e.g., pew saints, office helpers.
- Help to keep office area in a neat professional condition.
- Attend weekly staff meetings.
- Perform all related administrative duties as assigned by the supervisor.

Financial

- Assist with recurring Accounts Payable charges.
- Assist with Accounts Receivable, such as verifying deposits.
- Assist processing payroll checks and maintaining payroll records.
- Assist Treasurer and Financial Secretaries with special projects and accounting program maintenance.
- Assist boards with budgeting process as needed.
- Perform other related financial duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient skills with computer, software and website programs, currently Microsoft Office, Google Suite, and ACS Technologies
- Proficient in operation of all office equipment
- Ability to work independently and as a contributing team member
- Ability to recognize priorities, identify and navigate obstacles, and establish and maintain time frames to carry work projects through to completion

REQUIRED EDUCATION AND EXPERIENCE:

- Degree or equivalent experience: 3-5 years of office management experience preferred
- Specialized training: None required

WORKING RELATIONSHIPS:

Strong interpersonal skills including the ability to coordinate and collaborate with a variety of individuals. Ability to establish and maintain effective working relationships with all staff, boards, and member/volunteers and outside community members. The ability to effectively manage conflict, promote teamwork, and support positive office morale. Ability to communicate effectively, both orally and in writing.

CRITICAL PHYSICAL REQUIREMENTS:

Occasionally: 0% - 33%
 Frequently: 34% - 66%
 Constantly: 67% - 100%

Sitting: Constantly

Twisting: Occasionally

Standing: Frequently
Walking: Frequently
Reaching: Occasionally
Typing: Constantly

Handling: Occasionally
Weight: Occasionally
Use of Fingers: Constantly
Horizontal Reaching: Occasionally

SCHEDULE:

Monday thru Friday, 20 hours per week (some flexibility with exact schedule but should be consistent)

OTHER FUNCTIONS AND RESPONSIBILITIES:

- Uphold a Christian way of life and attend Christian worship regularly
- Must complete RSLC's Children at Risk class
- Must pass background check
- References requested

CONCLUSION

This Job Description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by the job holder within this job. It is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities or working conditions associated with this position.

SUPERVISOR'S SIGNATURE and DATE:

EMPLOYEE'S SIGNATURE and DATE:
