

**Open date: March 4, 2019**

**Close date: open until filled**

## **Creator Lutheran Church**

### **Bonney Lake, WA**

#### **Job Description: Office Ministry Coordinator**

**Position Summary:** The Office Ministry coordinator is responsible for the daily management of the church office. This position will provide administrative support for the Pastor and Council and maintain all church/administrative systems.

**Hours and compensation:** This is a 32 hour a week position.

**Compensation:** DOE

**Reports:** Pastor

#### **Job Responsibilities and Duties**

- Responsible for being the first point of contact for those calling or visiting Creator during the week; therefore, must effectively and positively represent Creator to visitors, community members, social service agencies and vendors
- Develop, maintain and evaluate all communications systems for the congregation including website, newsletters, social media, and annual congregational and Synod reports
- Provide Administrative support to Pastor, Administrative Team, Preschool, Ministry Teams, and Council including written correspondence, special project activity mailing to congregation, distribution of meeting agendas etc.
- Prepare all worship folders and PowerPoint presentations for all worship services
- Orders and maintains all church supplies
- Maintains church records/database
- Maintain files and organization in church office
- Maintains Communications Board
- Responsible for the daily management of the church office
- Build productive, cooperative relationships with Creator members, leaders, staff and volunteers
- Recruits via email worship volunteers and maintains worship servers schedule on Creator website and Communications Board
- Input weekly attendance and financial giving into database
- Attend all staff meetings and retreats, take notes/minutes for distribution
- Manage Creator calendars, scheduling events and meeting rooms, and Event Binder
- Manage Council Binder and post Council Minutes on Creator website
- Other tasks as assigned

**Job Requirements:**

- Prefer a committed Christian who is an active member of a faith community. Knowledge of the Lutheran Church is a plus
- Strong commitment to the mission of Creator Lutheran Church
- Previous office management experience
- Ability to work effectively and collaboratively in a team setting and maintain positive relationships with staff, congregational members and leadership
- Must be able to handle confidential material and information with discretion
- Ability to exercise good judgment without close supervision
- Proficient in Website maintenance and computer graphic design skills (current website platform Druple. Open Source CMS)
- Excellent Computer skills including Word, Excel, Publisher, Outlook, PowerPoint
- Proficiency in the use of standard office equipment
- Strong organization and editing skills paying attention to detail
- Ability to work independently
- Open to learning new software applications
- Must be able to pass a background check

**To apply for this position please submit the following (electronic applications preferred)**

- Letter of Application: The letter should address work experience as outlined in the job description
- Current Resume
- Three references: please provide the name, address, phone number and email address for each reference.

Send all required materials to:

<p><b>Email:</b> office@creatorlutheran.net</p>	<p><b>U.S. mail</b> Creator Lutheran Church Attention: Personnel Team 16702 S. Tapps Dr. E. Bonney Lake, WA 98391</p>
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