

Open date: February 1, 2018

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. It will offer administrative support for the Pastor and Council and maintain all church/administrative systems.

Hours and compensation: This is a 28 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 reports.
- Provide Administrative support to Pastor, Church Administrator 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
- 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
- Input weekly financial giving into database
- Attend all staff meetings and retreats.
- Other tasks as assigned

Job Requirements:

- Prefer a committed Christian who is an active member of a church other than Creator. 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
- No criminal record

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:

Email: jobapplicantsatcreator@gmail.com	U.S. mail Pastor @ Creator 16702 S. Tapps Dr. E. Bonney Lake, WA 98391
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