



## **Creator Part-Time 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, Council and Ministry Teams.

### **Job Responsibilities and Duties**

#### **Office Administration**

- Responsible for the daily management of the church office
- 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.
- Prepare weekly announcements and large print bulletins.
- Order and maintain all church supplies
- Maintain church records/database
- Maintain files and organization in church office.
- Run background checks for volunteers and employees as requested.
- Other tasks as assigned.

#### **Communication**

- 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.
- Submit Synodical Reports.
- Support Creator Communication Coordinator as needed.

#### **Property**

- Manage Creator calendars, scheduling events and meeting rooms, and Event Binder
- Maintain log of short and long-term assignment of church keys.
- Schedule maintenance as directed by Property Team and Pastor.

#### **Volunteers**

- Utilizes/recruits volunteers as needed.

Reports to Senior Pastor.

Hours: 20 hours per week: Monday through Wednesday 9:00am to 3:30pm

Rate of Pay: \$21.00 per hour including accrual of vacation and sick leave.

Interested applicants please submit your cover letter and resume to  
office@creatorlutheran.net.