



Faith Lutheran Church

Position Description Form

Division/Department: Administrative	
Location: Church Office	
Job Title: Office Administrator and Communication Manager	
Reports to: Senior Pastor	
Level/Grade N/A	Type of position: Full Time
Hours 40 / week	

General Description
<p>This position oversees and provides administrative support for the staff. In addition they are oversee and manage the communication to and for the congregation, both internally and externally.</p>

Work/Skill Experience
<ul style="list-style-type: none"> • <i>Proficient in Microsoft Office</i> • <i>Familiar with phone systems</i> • <i>Customer Service Experience</i> • <i>Able to work with technology and/or willing to learn new technology, specifically in the areas of management and social media.</i> • <i>Familiar with Congregational Activities</i> • <i>Strong Interpersonal and Communication Skills</i> • <i>See opposite side for more information</i>

Education Requirements
<ul style="list-style-type: none"> • <i>High School Diploma or GED</i>

Reviewed by:	Title:
Approved by: Rev. Jacob P. Heine	Title: Senior Pastor
Date Posted:	
Date Affective: 1/26/2025	

Duties and Responsibilities of the Office Administrative Assistant and Communications Manager

1. Must have good report with all Faith Lutheran Church staff members
2. Receive and screen incoming calls, taking clear messages or forwarding to appropriate voicemail
3. Maintains congregational personal, attendance, and visit records
4. Sort and distribute incoming mail and packages
5. Coordinate congregation wide mailings and correspondence
6. Ensure that all who enter the building, whether member or visitor, is greeted warmly and directed to where they need to go
7. Provide clerical assistance to other staff members where it is requested
8. Establish and maintain master program and facilities calendar
9. Operate office machines and maintain workroom
10. Maintain inventory of office supplies
11. Coordinate and maintain the Congregation's Social Media Presence, including but not limited to:
 - a. Creating content, respond to messages, curate a positive and inviting online presence
12. Ensure that newsletters, statements, and other congregation wide information is created and distributed with excellence
13. Ensure that all publications that leave the office are proofread and checked for errors
14. Will ensure to help prepare documents for distribution for business meetings, voters' meetings, etc.
15. Will ensure to attend weekly staff meetings and other requested meetings as appropriate
16. Will ensure to perform other duties as assigned