



ZION LUTHERAN CHURCH

77 W. 32ND St.
Holland, MI 49423

Job Title:	OFFICE ADMINISTRATOR	Job Category:	Secretarial/Administrative
Reports to:	Pastor, Board of Elders	Position Type:	Part-time
Salary:	\$15-25/hr, depending on education and experience	Approx. Hours:	28/week Mon-Thur, 9am-4pm
Benefits:	Retirement, disability		

Applications Accepted By:

E-MAIL:

ryan@zionholland.org

MAIL:

Attn: Employment
ZION LUTHERAN CHURCH
77 W. 32nd St.
Holland, MI 49423

Job Description

POSITION OVERVIEW

The Office Administrator at Zion Lutheran Church provides vital support to the ministry of a midsize Christian congregation. The position’s primary responsibility is the daily management of the church office, including publications, communications (phone and online), ordering, scheduling, receiving & distributing packages/mail, volunteer coordination, and data entry. The Office Administrator works together with the Pastor and other staff to provide a positive, efficient, and productive environment in the office, thereby advancing the congregation’s mission.

ROLE AND RESPONSIBILITIES

The Office Administrator will be hired by and is accountable to the Board of Elders. On a daily basis, the Office Administrator is under the direct supervision of the Pastor as they oversee all office activities. In general, the Office Administrator can expect to:

- Prepare and publish congregational publications, including weekly bulletin/order of worship for two unique services, monthly newsletter, special services, letters, posters, brochures, etc.
- Greet warmly all who enter the office, helping them swiftly.
- Manage church communication, answering phone calls, responding to voicemail, e-mail, social media messages, etc.
- Regularly update and maintain accurate records in the church database (Church360) and in record books, including financial giving records.
- Prepare and send mailed correspondence on behalf of the congregation.
- Coordinate, schedule, and handle logistical arrangements for all groups requesting use of church facilities.
- Update and post events to church social media pages and websites.
- Maintain the church office, stocking and organizing supplies and distributing mail and packages.
- Arrange for church equipment maintenance.
- Assist with the coordination of volunteer service in the congregation.
- Properly handle sensitive and confidential information.
- Perform other tasks as requested by the Pastor and other staff.

ZION LUTHERAN CHURCH

SKILLS AND QUALIFICATIONS:

The successful candidate will possess:

- A High School Diploma or GED. College education preferred.
- Superb interpersonal, communication, and organizational skills, a positive demeanor, and be a self-starter.
- The ability to operate office machines (copier, folder, etc.).
- High proficiency with Microsoft Office (especially Word).
- Proficiency with Microsoft Windows.
- Proficiency (or willingness to be trained) with Adobe Suite (Photoshop, Illustrator).
- A basic understanding of website editing.
- Familiarity with and ability to use social media, including Facebook and Twitter.
- Attention to detail, the ability to use proper English grammar, and a desire for excellence.
- The ability to maintain strict confidence when required.
- A servant's heart, willing to "pinch hit" in different areas when necessary.
- The willingness to uphold, in word and deed, the beliefs of The Lutheran Church – Missouri Synod.

ADDITIONAL NOTES

The church office is open Monday-Thursday, 9am-4pm, for a total of 28 hours. The weekday operating hours could be changed slightly if necessary in consultation with the successful applicant.

Besides the Office Administrator, Zion Lutheran Church has three full-time (including Pastor) and two part-time staff.

Zion Lutheran Church does not discriminate in employment on the basis of race, color, national origin, disability, age, sex, marital status, height, or weight. Because we are a church and a member of The Lutheran Church-Missouri Synod (LCMS), Zion Lutheran Church retains the right to give preference in hiring based upon the professed faith of the applicant. Adherence to and willingness to advocate the Christian faith is an essential function of every position at Zion Lutheran Church, including this one.

Last Updated By:	Rev. Ryan Winningham	Date/Time:	21 December 2021
------------------	----------------------	------------	------------------