



# Highview Christiania Lutheran Church

26690 Highview Avenue

Farmington, MN 55024

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## Position Description

**Position Title:** Office Administrator - Part Time

**Position Summary:** The Office Administrator oversees the smooth functioning of the church office, calendar, building use, and communications to support the vision and values of the church. The Office Administrator creates and maintains a pleasant work environment, ensuring high levels of organizational effectiveness and communication.

**Accountability:** The Office Administrator is directly accountable to the Pastor. The Office Administrator will receive a yearly performance review by the Pastor and a member of the Board of Administration. A background check is required for this position.

### Responsibilities:

- Answer phone calls, direct inquiries, and serve as public contact.
- Prepare and distribute written publications, including, but not limited to, worship bulletins and inserts, weekly news emails, newsletters, and annual reports.
- Support and maintain consistent, creative messaging throughout social media, the church website, and printed publications. Monitor content and images for all social media outlets and adapt to new outlets as they become available.
- Manage church calendar and building use.
  - o Work with the custodian to ensure appropriate setup for all events.
  - o Communicate with members and nonmembers regarding building use.
  - o Keep files regarding building use up to date.
  - o Manage church calendar; both in paper form and online.
- Maintain office supplies and equipment.
- Maintain records necessary for congregational use and synod reports, including but not limited to baptisms, weddings, deaths, confirmations, attendance, and current contact information for membership.
- Document and update office procedures.
- Support church membership and staff in the stated vision and values of the church.
- All other duties as assigned.

**Minimum Qualifications:**

- Valid driver's license.
- Proficiency in Microsoft Office (Word, Publisher, and Excel) and Google Workplace (Gmail, Drive, and Docs)
- Experience operating office equipment related to this position, including, personal computer, software applications, phone, copier, and scanner.
- Excellent written and verbal communication skills with attention to detail.
- Ability to exhibit empathy and maintain confidentiality.
- Experience providing customer service.

**Desired Qualifications:**

- Basic understanding of church culture.
- Ability to multitask, problem solve, and quickly learn new skills.
- Ability to work independently and follow through on projects.
- Excellent time-management skills.
- Experience using social media platforms for professional purposes.
- Experience maintaining a website using Wix.
- Experience using Canva and Mailchimp.

**Hours of Work:** Tuesday, Wednesday, Thursday – 15 hours per week