

Christ the King Lutheran Church and Preschool

1305 Pine Avenue Snohomish, WA 98290

ctksnohomish.org 360-568-5704

POSITION DESCRIPTION: OFFICE ADMINISTRATOR

Reports to Pastor as daily supervisor, evaluated by Personnel and employed by the Church Council.

Employment Type: Part time (20 hours per week, starting at \$18.72 an hour, depending on experience).

Position Responsibilities: To provide secretarial services; administer the functioning of the church office and congregation; and to be the contact and communicator for the church membership and wider community by performing duties including:

- **General Office and Technology Capability**

1. Manage the church office: supplies, equipment, and general functioning (cleaning/tidying).
2. Keep up-to-date the membership database and master calendar (Breeze software)
3. Data entry (Microsoft suite of products) and filing.
4. Create and maintain desktop publishing (Canva), social media, website, and YouTube updates.
5. Good telephone etiquette and accurate message taking for staff.
6. Communication: weekly newsletter (Mailchimp), yard sign updating, and emailing.
7. Complete reports and paperwork required by the Synod and Churchwide offices.

- **Pastoral Support Services**

1. Support pastor, staff, and committees with correspondence and administrative needs.
2. Provide copying and other preparations for meetings and classes and worship services.
3. Attend staff meetings and take notes for multi-platform communications.

- **Building Usage Coordination**

1. Liaison for building use of outside groups
2. Coordinate, schedule, and calendar the building usage.
3. Coordinate facility maintenance.
4. Supervise and assist in maintaining facility supplies.
5. Coordinate with janitor.

- **Worship**

1. Design worship bulletins and documents (aka leader sheets) as needed.
2. Organize volunteers for Sunday and special worship services.
3. Prepare graphic slides for hallway monitor, worship announcements, and Easy Worship.
4. Prepare certificates for special services: baptisms, marriages, first communion.
5. Become familiar with Lutheran liturgical calendar and lifestyle.

- **Position requirements:**

1. Strong organizational skills with attention to detail.
2. Solid interpersonal skills and work as a team member.
3. Technology proficiency: especially knowledge of Microsoft Office Suite components.
4. Assist with marketing (including social media, website, etc.) as needed.
5. Excellent composition with accuracy in editing.
6. Possess a compassionate and welcoming attitude.
7. Adaptability and flexibility in a sometimes fast-paced and often interruption-laced workspace.
8. Position primarily in person, with hours mutually negotiable. Coordinating hours with other staff.