

OFFICE ADMINSTRATOR

EXPANDED DUTIES

Atonement Lutheran Church - Boulder, Colorado

Position Summary: Atonement Lutheran Church (ELCA) of Boulder, Colorado is seeking an office administrator to run our church office beginning in January. The Tuesday-Friday, 28 hour per week position reports to the Senior Pastor, works with the Pastors, other church staff and members of Atonement Lutheran Church to support the congregation's ministry.

PRIMARY RESPONSIBILITIES

WORSHIP SUPPORT

1. Weekly worship bulletins (supervise preparation, proofing and printing).
2. Supervise the stocking and maintenance of sanctuary pew materials.
3. Maintain usher attendance counts
4. Mailings to Lectors.
5. Special bulletins (such as funerals).
6. Coordinate materials for baptisms, new members and other special occasions

CONGREGATIONAL CARE AND COMMUNICATION

1. Assist with preparation of newsletters and flyers.
2. Create and send out email announcements (using specialized software).
3. Sort and disseminate information from hospitality cards.
4. Prepare birthday and anniversary cards.
5. Oversee prayer requests for the staff, prayer team, Sunday prayers.
6. Postcards and envelopes for special mailings.

GENERAL OFFICE

1. Morning and evening – opening and closing `security' rounds
2. Reception Tuesday – Friday; office is closed on Mondays, maintain and organize the reception office.
3. Telephone – answer, maintenance, update recordings.
4. Mail – distribution and dissemination of all mail and correspondence (involves writing some letters), etc.
5. Ordering and maintenance of office supplies and equipment. (includes worship supplies and education supplies).
6. Coordinate maintenance of all office equipment.
7. Handles copier/copying needs for pastors and Council.
8. Fields issues connected with custodial needs.
9. Prepares materials for weekly staff meeting.
10. Coordinates van usage.
11. Maintain Atonement Lutheran Church Website.
12. Maintain petty cash with accurate records and receipts.

Database Support

1. Keep accurate membership records and integrate church database (new and long term members, baptisms, weddings, deaths, etc).
2. Maintain and make accessible Council minutes and documents.
3. Maintain and update all standard forms and ministry literature.
4. Assist in the preparation and maintenance of the Council handbook
5. Assist with annual stewardship materials.
6. Maintain the church directory.
7. Prepare annual congregation report.
8. Prepare statistical reports to the ELCA.
9. Prepare the monthly Pastor's statistical report for the Council.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, and accountability.
- Should feel comfortable with changing technology.
- Should occasionally be willing to work evenings and weekends.
- Must maintain confidentiality.
- Should exercise discernment and wise judgment.
- Should be a person who gives attention to details with an eye for excellence and creativity.
- Takes initiative to seek new information and enjoys learning.
- Should be strong at multi-tasking with excellent prioritization skills.
- Should possess strong administration skills and the ability to work independently.