

Job Opening: Office Administrator

This position supports the ministry of Pilgrim Lutheran Church and School by providing administrative support. Strong Microsoft Office and computer skills required. This person will work in the school office and will be accountable to the Pastor.

Hospitality

- Answer phones and door buzzer
- Receive visitors; maintain sign-in and sign-out sheets

Worship Administration

- Be responsible for the typing and production of worship service bulletins, readings, and prayers
- Be responsible for the printing inserts, announcements and the assembly of the bulletins
- Assist the Pastor coordinating worship participants, including acolytes, crucifers, assisting ministers, ushers, readers, and our follow through team for first time worshippers
- Order flowers for church services

Clerical

- Keep records of weddings, funerals, baptisms, confirmations, and new members
- Maintain the membership directory on our congregational database, email list
- Maintain a directory of community contacts and potential church participants
- Maintain necessary supplies for church office and Pastor as needed
- Assist the Pastor in updating personnel policies and procedures
- Assist the Pastor in maintaining files for key staff and key volunteers
- Provide support for stewardship and annual campaigns
- Handle contracts and maintenance with Konica Minolta
- Provide for laminator, stapler refills
- Unpack and Separate all School Curriculum Materials
- Oversee the rental agreements for 4210 and 4214 N. Winchester Avenue

Other Details:

12 hours a week at \$17 an hour (or equivalent Tuition Discount)

12:00 to 3:15 p.m. Monday, Tuesday, Wednesday, and Thursday

4 weeks of unpaid leave per year

Holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day. Hours are negotiable between Christmas and New Year's, provided the job's responsibilities are covered.