

## FIRST LUTHERAN CHURCH OF RICHMOND BEACH

### Job Description: Office Coordinator

Our Vision:

*Living, loving and serving as "Jesus did....so the world may know Him!"*

**Basic description:** By the power of the Holy Spirit, to

- +provide Christian hospitality to all who come in contact with First Lutheran;
- +insure a smooth coordination of all business activities within the congregation.

#### **Traits and Abilities:**

- \*Professionalism and confidentiality.
- \*Committed to hospitality as the main focus – welcoming and gracious.
- \*High level of accuracy and attention to detail.
- \*Ability to multitask and prioritize.
- \*Initiate tasks as needed and see them through to completion.
- \* Recruit, direct and encourage volunteers.
- \* Realize short deadlines.
- \*Manage database
- \*Enthusiasm for First Lutheran's vision and goals.

#### **Responsibilities and Duties:**

Reports to the Parish Administrator and the Lead Pastor. Supports the members, volunteers and staff.

Below is a basic outline of general expectations, without being all-inclusive.

1. Welcome those who call or come to the church. This is a First priority.
2. Open the office each morning, manage the details of the office, and provide administrative support to the staff.
3. Manage daily mail and e-mail of the church.
4. Work collaboratively with Pastor and Music Director in the creation of worship bulletins.
5. Manage the publication of newsletters, announcements, special bulletins and mailings (does not include creation of these documents in most cases). Work with the post office for bulk mailings.
6. Maintain records of the church, including member lists, baptisms, confirmations, marriages and funerals. Oversee the maintenance of databases. Be able to extract and forward information when necessary.
7. Help monitor church security.
8. Coordinate facility usage by members and outside groups. Provide expertise and work with custodian if event set up is needed.

9. Maintain church calendar in coordination with Communication Director for scheduling of activities within the church.
10. Manage office equipment and assure good working order.
11. Maintain office and other church supplies as needed. Insure workroom is orderly and presentable.
12. Attend regular staff meetings, and meet weekly with Lead Pastor.

**Hours, Salary and Benefits:**

This is a 27-hour a week position, with the pay based on average hours worked per week. The hours are 9am until noon and 1 until 4pm Monday through Thursday and 9 until noon on Friday. An hour for lunch is also paid on the 1<sup>st</sup> Tuesday of each month for attending a staff lunch. There will be a 90 day probation period. Salary shall be \$350 per week. The parish administrator and/or the lead pastor will appraise performance annually. (Trading Sunday morning hours for Monday afternoon hours is negotiable)

**Benefits include:**

1. Vacation: 2 weeks accrued at start, taken following a satisfactory probationary review.
2. Paid Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. The office is open half days between Christmas and New Years.
3. Sick Leave: Up to 5 days per year with full salary.