



LUTHERAN CHURCH OF *The Master*

Lutheran Church of the Master, an ELCA Reconciling in Christ Church, is seeking a part-time Office Administrator. This person will need to be detail oriented and have excellent communication, organizational, computer, and light bookkeeping skills. For more information, please contact Bob Sestric at sestric-ra@comcast.net.

Qualifications

- High school graduate, GED, or higher
- Expertise with current computer programs and information technology platforms
- Basic knowledge of financial accounting and record keeping
- Excellent writing and communication skills
- Be personable and enthusiastic when working with the public
- Flexibility
- Demonstrate confidentiality, integrity, and appropriate boundaries
- Creative self-starter, good at multi-tasking, and prioritizing projects

Responsibilities include but are not limited to:

- First point of contact for the church phone, mail, and email
- Coordinate volunteers as necessary to complete duties
- Provide support to the pastor, staff, volunteers, and council
- Work collaboratively, cooperatively and professionally with other staff
- Manage office supplies and equipment
- Create, compose and edit all electronic and print publications
- Complete light bookkeeping and coordinate with Treasurer on various accounting matters
- Administer the church databases (calendar, permanent records, and other church records)
- Coordinate various building inspections
- Schedule meetings, events, and building use

Accountability

- Report to the Pastor and Council Vice President
- Annual Performance review conducted by the Personnel Committee

Time Requirements

- This position is part-time at 25-30 hours a week
- Hours are 9:00 to 1:00 (M-F), with additional flexible hours

Compensation

- Compensation for this position is \$17.29 to \$19.71 per hour, depending on experience
- Two weeks paid vacation

This description is a summary of the functions of this position. Other duties may be assigned as needed.

Lutheran Church of the Master is an Equal Opportunity Employer and does not discriminate based on race, color, religious creed, ancestry, age, sex, national origin, or disability.