

Office Administrator

Memorial Lutheran is a mid-size long-standing church located in Toledo. We strive to provide worship and support to our community. The Office Administrator will play an integral role in these missions.

Office Administrator Job Responsibilities:

- Provides administrative support to ensure efficient operation of office
- Answers and monitors phone calls and messages, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements utilizing volunteers
- Exhibits polite and professional communication via phone, e-mail, and mail and also maintains confidentiality
- Supports team by performing tasks related to organization and strong communication
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Maintains the church calendar including meetings and upcoming events
- Update church website and social media sites
- Maintains Congregational directory and church records (births, baptisms, weddings, deaths, funerals, member attendance and communion records)
- Prepares regular reports (annual parochial report, semi-annual and annual reports)
- Maintains church records such as constitution and policies
- Attends staff meetings
- Creates publications (flyers, bulletins, newsletters, etc.) using Microsoft Office and Publisher
- Manages contracts and maintain accurate records
- Performs general bookkeeping
- Processes vendor payments and payroll
- Supervises volunteers in various church activities
- Performs other duties as assigned by the Pastor or Council

This is a part-time position working 25 hours per week reporting to the Pastor and working under the direction of the Pastor and Church Council. This is an office based position working five days per work during standard office hours. This position will be

subject to a probationary period per the Church policy. Vacation will be allocated in accordance with Church paid time-off policy.

Office Administrator Skills and Qualifications:

- Administrative Writing
- Microsoft Office proficiency
- Process Management
- Organization
- Information Analysis
- Professionalism
- Problem Solving
- Supply Management
- Verbal Communication
- Social media and website experience is preferred

Education and Experience Requirements

- Preferred minimum of Associates Degree in business related degree
- Preferred three years of administrative assistant and/or office manager experience preferably in a church setting
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint, Publisher and Adobe Acrobat
- Ability to become bonded (due to work with financial accounts)