

Position Title: Office Administrator

Organization: West Linn Lutheran Church, ELCA

Location: 20390 Willamette Drive, West Linn, OR 97068

Position Type: 30-35 hours per week, with seasonal variation, including core days and work onsite with flexibility in split in-person and remote schedules.

About Us:

WEST LINN LUTHERAN CHURCH MISSION STATEMENT:

West Linn Lutheran Church invites ALL PEOPLE into a trusting relationship with God through Jesus Christ. West Linn Lutheran Church is a member of the Evangelical Lutheran Church in America. Open and affirming of all people.

Job Description:

We are seeking a dedicated and organized individual to join our team as a Part-Time Office Administrator at West Linn Lutheran Church. As the primary point of contact for our church community, the Office Administrator plays a crucial role in ensuring the smooth operation of our office and supporting various administrative functions that support the ministry and mission of West Linn Lutheran Church. This position reports to the lead pastor and works in partnership with all other staff.

Key Responsibilities: (Other duties may be assigned.)

1. Administrative Support:

- Manage office operations including answering phones, responding to emails, and greeting visitors. Additionally, unlocking and locking doors and the beginning and end of the day.
- Creation of slide presentation on ProPresenter for Sunday and other worship services.
- Learn ProPresenter operation in a worship setting as a backup for AV Team volunteers.
- Maintain organized filing systems for documents, records, and correspondence.
- Coordinate scheduling for meetings, events, and appointments.
- Assist staff members and volunteers with administrative tasks as needed.
- Solicit materials and committee reports to use in compiling the Annual Congregational Report for the Annual Congregational Meeting. Additionally, prepare the annual parochial report to send to the Synod.
- Maintain membership databases and assist with membership inquiries and registration.

2. Communication:

- Serve as a liaison between church leadership, congregation members, and external entities.
- Communicate, coordinate, and interface with our building partner entities.
- Plan, manage, develop, coordinate and execute church internal and external communications which currently include:
 - Weekly e-news (currently on Mail Chimp).
 - In-print and electronic informational and marketing brochures.
 - Bulletin boards and signage around the building.
 - Annual campaign and event publicity for activities such as day camp, film and art events, stewardship drives, annual meeting, and faith enrichment classes Liaison to all external media - newspapers, online newsletters, Oregon Synod and other websites.
 - Update and maintain the church's social media platforms with relevant information and events (Facebook, Instagram, and YouTube), as well as assist in updating the church website.
 - Assist in outreach efforts to engage with the local community and promote church events and programs.
- Provide communication support for pastors, staff, and lay leaders. Attend regular staff meetings.

3. Event Coordination:

- Support the planning and execution of church events, meetings, and special services.
- Coordinate logistics such as venue reservations, catering, and equipment setup.

Qualifications:

- Previous experience in office administration or a related field is preferred.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Moderate design skills for publications
- Event Management experience desired
- Proficiency in Microsoft Office Suite and other relevant software.
- Familiarity with basic bookkeeping principles is desirable.
- Commitment to the mission and values of the Lutheran Church.
- Pass a successful background check.

Benefits:

- PTO: 2 week vacation time, 2 weeks sick time. Time can accrue to a maximum of 2 years worth, at which point accrual ceases.
- Unable to offer Healthcare benefits at this time.
- Onboarding training as needed
- **Salaried position based on \$25/ hour with an average of 32 hours per week.**
Total Yearly Salary \$41,600

Application Process:

- Qualified candidates are invited to submit a resume, and cover letter to the church office at wllcoffice@wllc.org. In your cover letter, please share why you have interest in serving as the Office Administrator at West Linn Lutheran Church and how your skills and experiences align with the responsibilities outlined in this job description.
- Applicants may also be asked to provide references and participate in an interview process.
- The deadline for applications will be August 30th with the intention to fill the position as soon as possible. The start date is to be negotiated sometime in September. We look forward to hearing from you!

Join our team and contribute to the vibrant community here at West Linn Lutheran Church as we work together to fulfill our mission and serve others with compassion and grace.

Prepared: May, 2024