

# Job Description

Oak Grove Lutheran Church

7045 Lyndale Ave. S. Richfield, MN

**Job Title:** Office Manager

**Reports to:** Senior Pastor

**Benefits:** (For staff working 32 hours a week or more)

**24 hours a week (generally Monday-Thursday 9-3 with flexibility to work other hours as needed)**

**Salary Range-** \$23-\$25 an hour

**Purpose:** Office Manager would be a point of contact and assist in keeping the office flowing smoothly, working with church members and staff to achieve Oak Grove's mission and objectives.

## **Essential Tasks and Duties:**

Work with staff:

- Work with custodian regarding upkeep of property, scheduling maintenance, repairs
- Provide IT support if necessary and maintain software. Get assistance from outside providers when necessary
- Sort incoming mail and direct where needed. (Any money would get put in the drop box)
- Keep membership records up to date
- Help coordinate, find volunteers
- Participate in weekly staff meetings and council meetings as requested
- Act as liaison with daycare director for day-to-day needs and support

Running of office

- Ordering of office, communion and coffee supplies
- Run labels and assist with putting mailings together
- Assist with putting annual report together- coordinate receipt of reports from various staff, council and committee members. Assist with assembling full annual report
- Greet people, speak with vendors, answer phones
- Work with staff and outside groups to coordinate schedule for building use- put on the online calendar. Mail out "Facility Use Agreement". Maintain a file of agreements
- Check answering machine and emails daily for messages and handle as needed
- Receive information for bulletin and compile in preparation for printing. Fold and cut as needed. Make last minute bulletin changes or additions before printing. Make large print copies of bulletin.
- Make copies of scripture readings from Lectionary Book and email to scripture readers
- Put lectionary back on pulpit

- Weekly call scripture readers, communion servers, communion clean-up and coffee hour volunteers to remind them of their commitment
- Provide birthday list for Messenger
- Change voice mail on main phone as needed.
- Update change of addresses and phone numbers as needed to membership files. Add to computer membership files, the desk phone book and forward to printer for the Messenger.
- Maintain confidential files for staff and for background checks
- Type letters and forms or make flyers for other staff members or church members. Make copies and distribute or mail out as requested
- Periodically evaluate the insurance needs of the church
- Update church calendar and website

Work with people outside the church

- Work with vendors for proposals on equipment leases or purchases
- Assist in completing Synod Report as requested

**Minimum Requirements:**

- Ability to conceptualize his/her administrator work as a ministry
- Knowledge of computer systems including word processing and email
- Effective communication skills
- Ability to work flexible hours
- Ability to work well with people, interpersonal skills
- Ability to work independently
- Organizational skills
- Ability to work well in a team setting
- Background checks required

**Other Desired Qualifications and/or Experience:**

- Knowledge of membership software
- Experience in business or church administration
- Spanish speaking