

Holy Trinity Lutheran Church, Massillon, Ohio
Office and Communications Administrator
Job Description and Responsibilities

Position Purpose

The Office and Communications Administrator aids the mission of the congregation by creating, organizing, planning, and implementing effective communications to congregation and community members and oversees the operation of the church office and assists the Pastor, staff, and members with a variety of administrative duties.

Hours/Salary

This is a salaried part time position of 10 hours per week; which includes recommended office hours of 10am-noon Monday-Friday. Hours/Days can be negotiated between employee and Personnel Committee. Annual Salary of \$8,500.00.

Qualifications

- Ability to listen to and communicate with people of all ages, especially congregation leaders.
- Ability to communicate a clear message in verbal and written form.
- Ability to use Microsoft Office, Google System, and Social Media.
- Ability/willingness to learn to use our Church Management Software (we use Tithe.ly).
- Ability to maintain confidentiality.
- Applicants will have to pass a background check.

Responsibilities

1. In carrying out all responsibilities, conduct oneself in ways that reflect the love and compassion of God, including professional and gracious behavior in all organizational and interpersonal communications.

Office:

1. Check mailbox. Open mail and/or distribute to correct individual.
2. Answer phone and email messages. Relay messages as needed.
3. Work with Pastor to create bulletins for special occasions like Holidays, Weddings, Funerals, etc.
4. Work with Pastor to create weekly worship guides.
5. Report Song Usage to appropriate Licensing Company.
6. Maintain Church membership records, including attendance. Relay pertinent information to the Pastor.
7. Maintain Church Directory.
8. Maintain Church Calendar.
9. Maintain Sanctuary supplies.
10. Order supplies as needed and create order sheets for members.
11. Work with the Pastor to prepare the Annual Parochial Report.
12. Keep a tidy and welcoming office space.
13. Willingness to help with other duties as needed.
14. Work with Building Manager to schedule community events in the building.
15. Receive and relay building usage agreements and fees.
16. Show those interested in renting around the building and answer questions as needed.

Communications:

1. Create weekly announcement sheets and e-news.
2. Create Seasonal Newsletter.
3. Maintain Church Website.
4. Maintain Church Facebook Page.
5. Maintain Church Management Software.
6. Maintain Church Sign.
7. Maintain Church Bulletin Boards.

Supervision

Serves under the supervision of the Pastor or Church Council if the Pastor is unavailable.