



Trinity Lutheran Church
Fort Collins, CO 80525

301 E. Stuart St.
(970) 482-1226

Position Description for Office Administrator

Mission: The primary mission of the Office Administrator is to support the ministry and mission of Trinity Lutheran Church (“a welcoming faith community living together in God’s love to share the joy of Jesus Christ”) through the ministry of administration of the congregation’s (I) schedule/calendar, (II) records, and (III) operations.

Responsibilities:

(I) Master Calendar/Schedule—the Administrator is responsible for maintaining an accurate, up –to-date, accessible, and comprehensible master calendar of Trinity’s events and building usage, including:

- Creating and maintaining this calendar (including Trinity events and outside group events at Trinity) on church office computer, making it accessible to all staff
- Maintaining Trinity’s online web calendar with the same information
- Acting as the contact person and coordinator for all events scheduled by Trinity ministries, members or outside groups, including special worship services (weddings, funerals, etc.)
- Coordinating access to the building, dates and times, set-up and special needs, loans of keys, etc. for outside groups
- Coordinate and clearly communicate schedule of events and building usage (indoor signs, etc.)
- Proofread all published calendars (bulletin announcements, *Tidings*, etc.) for accuracy

(II) Record-Keeping—the Administrator is responsible for working in collaboration with other staff and volunteers to keep full, accurate, organized and up to date records, including:

- Membership database and directories
- Worship attendance
- Member transfers, baptisms, funerals, weddings
- Completion of Trinity’s annual report to the ELCA
- Columbarium records
- Office files and archives
- Accident/insurance claims as needed
- insurance coverage and equipment records, service contracts, account information/passwords

(III) Operations—the Administrator will work with pastors and other staff to coordinate the efficient and professional operations of Trinity’s office, including:

- Acting as the first point of contact for emails to office@trinitylutheranfc.org and forwarding emails to the appropriate responders
- Overseeing the office operations budget
- Acting as the purchaser for all needed inventory
- Acting as the check-signer on staff
- Reconciling Trinity's bank statements
- Acting as liaison to the custodian and preschool director
- Working with the property ministry team to coordinate regular maintenance and inspections of property and building, and repairs as needed

Change of Duties: It is understood by the employee that from time to time, other tasks will be required as needed in order to fulfill the overall responsibilities of the position. Furthermore, the specific duties of the employee may change and this agreement may be modified accordingly.

Expectations: As a member of Trinity's staff and one of the "faces" of Trinity representing the congregation, the Office Administrator will:

- Help to provide consistent weekday office coverage, maintaining a warm and welcoming atmosphere for all who enter or contact the office.
- Work in collaboration with Trinity's staff, pastors, council, and congregation members
- In particular, work with the Director of Communications/Publications to develop areas of cross-training/redundancy between their two positions, in order to support one another as needed.
- Commit to following Trinity's staff covenant
- Receive supervision, evaluation and direction from pastors and congregation council
- Offer a warm and welcoming personal presence for all staff, members and visitors
- Participate in weekly staff meetings and other meetings as necessary
- Invite and equip/coach volunteers from the congregation to carry out tasks

Qualities: The Office Administrator should possess the following qualities, skills and experience:

- A sense of calling to this ministry; passion and commitment to Trinity's mission
- A high school diploma; 2 or more years of college preferred
- Previous experience relevant to the position's responsibilities and expectations
- Ability to work well as a member of a team in a fast-paced and changing environment
- Excellent written and verbal communication and organizational skills
- Skilled use of Microsoft Office 2010, including Excel
- Skilled use of ACS or comparable church database software
- Ability to update/modify congregation's web calendar
- Familiarity with use of appropriate computer software and Internet programs and resources
- Strong organizational and interpersonal skills
- Ability to discern and keep confidential sensitive matters
- Ability to take initiative to enhance the effectiveness of this position and of the office as a whole

Compensation: The Administrator position is a part-time position of **15-20** hours per week, compensated at an hourly wage of **\$12.00**.

- The Administrator will be responsible for completing and submitting accurate time sheets for each pay period.
- Vacation time of up to 7 days annually is allowed. Vacation is not paid.