**Job Title:** Office Coordinator

**Status:** Full-time at 32 hrs/week, benefits included

**ABOUT CHISAGO LAKE LUTHERAN:**

*“Grounded in the Gospel, guided by the Spirit, in the name of Christ and by his example, Chisago Lake Lutheran Church openly welcomes, shares, educates and serves.”*

* We see a variety of worship opportunities where the Gospel is proclaimed with intensity and relevance and the congregation is actively engaged.
* We see all ages at Chisago Lake Lutheran Church witnessing in the Holy Spirit as we engage in mission and outreach.
* We see year-round learning opportunities engaging people of all ages, eager to grow with Christ and to apply what they learn to their daily lives.
* We see a congregation united in common mission while acknowledging our individual differences.

**POSITION SUMMARY:**

The Office Manager will oversee daily functions of the church office. This position will be responsible for coordinating printed material, overseeing office equipment, preparing paperwork, and serve as the primary receptionist at the front desk.

Supervisor: The Pastor/Head of Staff

Evaluation: Annual performance evaluation will be conducted.

Hours: Full-time at 32 hrs/week. Exact hours to be determined.

**RESPONSIBILITIES:**

* Serve as the primary receptionist by answering phones, emails, and assisting with guests and visitors.
* Prepare/print weekly bulletin, paperwork for baptisms, weddings, and funerals, and coordinate all mailings.
* Maintain and update the church database and membership records.
* Prepare annual reports for the congregation and synod.
* Oversee office equipment and coordinate for maintenance as needed.
* Assist in ordering supplies for the areas of office, kitchen, and worship.
* Oversee the church calendar in partnership with the Director of Media & Communications, scheduling meeting space or referring to the appropriate channels for building use.
* Keep the office organized and functioning efficiently, and deal with interruptions or challenges tactfully.
* Maintain confidentiality regarding sensitive information and refer to the appropriate channels.
* Oversee volunteers to assist with office duties as needed.
* Attend weekly staff meetings

**REQUIREMENTS:**

* Knowledge and familiarity with Microsoft Word, Excel, and database input and information retrieval
* Writing, editing, and proof-reading skills
* Basic knowledge of liturgical traditions
* Strong decision-making, communication, interpersonal, and organizational skills

**QUALIFICATIONS:**

***Education and Experience***

* Experience in an office setting and working with the public
* Willingness to learn and self-motivated

***Other Qualifications***

* Be able to organize and carry out all functions with a positive attitude.
* Be able to relate to and work with other staff, members of the congregation, volunteers, and visitors in a friendly, courteous and professional manner consistent with the mission of the Church.

**Job Brief**

Chisago Lake Lutheran Church is looking for an Office Coordinator to oversee daily functions of the church office. This position will be responsible for coordinating printed material, overseeing office equipment, preparing paperwork, and serve as the primary receptionist at the front desk. Excellent communication skills are a must, as well as a desire to express the passion and ministries of Chisago Lake Lutheran Church creatively. Starting at $35-40,000 based on experience.

All interested parties should contact Pastor Taryn Montgomery at (651) 257-6300, or send your resume to pastortaryn@chisagolakelutheran.org. Application deadline is Friday, July 16th.