

# Gethsemane

## LUTHERAN CHURCH

The logo consists of four stylized, rounded square shapes arranged in a 2x2 grid. The top-left square is light blue, the top-right is light green, the bottom-left is a darker blue, and the bottom-right is a darker green. The squares are slightly offset from each other, creating a sense of depth and movement.

2410 Stillwater Road East, Maplewood, MN 55519

**Position Title:** Office Administrator/Communication Coordinator

**Status:** Part-Time; Hourly; Non-exempt; 15-20 hours per week, with potential for some remote work and flexible scheduling.

**Compensation:** \$19-\$21/hour dependent upon qualifications; Eligible for MN Earned Safe and Sick Time (ESST)

**Position Reports To:** Chief Operating Officer

### **Position Summary:**

The ELCA Congregation Gethsemane Lutheran Church is seeking a qualified and enthusiastic Office Administrator/Communication Coordinator to assume the duty of administrative support to the church office as well as managing communication and social media.

### **Competency Requirements:**

- High School Diploma or equivalent
- Strong communication skills, both verbal and written
- Technology skills:
  - Proficiency in Microsoft Office
  - Experience with Google docs/calendar
  - Email management
  - Website maintenance
  - Social media management (Facebook, Instagram, etc.)
  - Operation of office equipment
  - Knowledge of Church Windows is preferred but not required
- Organizational skills and attention to details
- Energetic, enthusiastic and creative

### **Specific Responsibilities:**

1. Maintain church database and email list and record information as needed in official church records
2. Collaborate with Leadership Staff on proofreading, folding bulletins, data entry, quarterly donation statements, filing, etc.

3. Support Pastor and Leadership Staff, Church Council, and Ministry Teams with mailings and printings as needed
4. Manage incoming communications: mail, email and phone messages as needed
5. Assist with the creation, printing, and distribution of worship bulletins and send out the weekly congregational email/e-newsletter, *The Gathering*
6. In collaboration with the Director of Technology, maintain and update Gethsemane's website for all church-related activities and information
7. Available to be present on campus for events to take photos
8. Create, maintain and update social media
9. Collaborate with Leadership Staff to provide timely information to the congregation about upcoming events, activities, and schedules via weekly bulletin, announcement, event e-blasts, website, and social media
10. Collaborate with Director of Technology to maintain announcement slides used in worship and church-side building screens
11. Forward news and invitations to St. Paul Area Synod, East center Conference, and local churches.
12. Other duties as assigned