

Office Administrator Job Description  
Woodlake Lutheran Church  
Richfield MN

**Job Description Brief:**

Woodlake Lutheran Church is hiring a part-time Office Administrator.

**Job Description Full:**

Woodlake is looking for a candidate who supports all ministry areas by developing communication resources that connect members, visitors, and community to the life and ministries of the church, including utilization of a variety of online tools.

This position will collaborate with all ministries to develop and maintain a cohesive communication plan to ensure Woodlake's vision and mission are consistent and impactful in all forms of communication. The Office Administrator will:

*Digital*

- Execute an innovative digital ministry strategy that engages members, visitors, and community, including, but not limited to, weekly e-blasts, monthly e-newsletters, website, Facebook, YouTube, Twitter, blogs/vlogs, podcasts to ensure up-to-date and consistent information is communicated.
  - Work with pastors and staff to create a schedule for social media interactions. Posts interactions across social media platforms. Reviews social media content for effectiveness. Maintains online community.
  - Works with pastors and staff to design and send weekly e-news, email blasts, and other necessary electronic communications.
  - Manage all aspects of the website to assure clarity and quality.
  - Maintain all communication and ministry resources including, but not limited to, project files, photography, videos, and logos.
- Maintaining congregational and membership records, bulletin history, meeting minutes, annual reports, and sermons.

*Print*

- Manage, design, and produce all printed communications; assist outside contractors as needed for preparation of stewardship materials, capital campaigns, and special projects
  - Designs, edits, publishes monthly newsletter

- Creates announcement inserts, programs, meeting agendas, staff reports, etc. Coordinates with volunteers as needed for assembly of print materials.
- Create and distribute press releases and ongoing promotional relationships and opportunities for Woodlake and the community
- Coordinate new and ongoing signage needs for Woodlake
- Prepare mailings, postings, and managing informational displays such as bulletin boards and welcome desk information
- Maintain office supply inventory

### *Leadership*

- Work directly with church leadership
- Support church staff
- Scheduling church calendar
- Coordinate volunteers for administrative tasks
- Answer phones and greet incoming guests
- Coordinates volunteers for front desk reception.
- Fills in for volunteers as necessary

## POSITION QUALIFICATIONS

### ESSENTIAL

- Bachelor's Degree (BA or BS) or significant relevant work history
- Proficiency with Microsoft Office Suite, Google Drive and One Drive, design software, and database programs
- Experience with website design, content production, and use of various social media platforms and online tools
- Strong verbal and written communication skills, including writing/editing skills for print, web, email, and social media
- Creative and strategic with the ability to work independently, as well collaboratively
- Ability to manage multiple projects/tasks at the same time

### PREFERRED

- Familiarity with Lutheran doctrine and traditions
- Two years experience in communications or marketing, ideally with a church or non-profit
- Ability to recruit, empower, and support leaders
- Experience with community outreach

Email resume and cover letter to Pr. Neal Cannon [ncannon@woodlakechurch.org](mailto:ncannon@woodlakechurch.org)

Status: Part time, 25-30 hours per week

\$18-22 per hour

Application deadline: 07/15/2022