

## **St. Andrew Lutheran Church in Vancouver, WA**

### **Job Description – Office Manager and Communication Specialist**

SALC Mission Statement – “Jesus calls us...Come and see. Come and grow. Come and serve.”  
SALC Vision Statement – “Bringing healing and wholeness to lives and all creation.”

Job Title: Office Manager and Communication Specialist  
Reports to: Pastor  
Status: Permanent  
Hours: Flexible 36 hours/week with Monday-Thursday office hours  
Compensation: \$17-19/hour, plus 20% benefits offset after probationary period.  
Probationary Period: 6 months and must pass pre-employment background checks

#### **SUMMARY**

The Office Manager and Communication Specialist is a critical member of the ministry team in an active congregation with committed staff and volunteers. The position supports the ministry of the pastoral staff (including intern), congregation’s vision goals, and many programs/projects. This person anchors the front office daily, manages a variety of tasks, and needs to be a good communicator with the public.

#### **QUALIFICATIONS AND SKILLS**

- Positive attitude and approach with excellent interpersonal skills.
- Self-directed, skill in prioritizing tasks and work flow.
- Attention to detail.
- Be both organized and flexible. Be able to prioritize and handle multiple projects and can work with input from multiple people.
- Administrative skills, including writing and editing, data base management, documentation, and time management skills.
- Excellent computer skills including the use of Word, Excel, Publisher, and willingness to learn our database management program called Power Church Plus and other software as required.
- Good media communication skills including emails, web site management and social media applications.
- Impeccable confidentiality, professionalism and collegiality.
- Be a person of faith comfortable with participating in faith practices. Familiarity with Lutheran perspective is a plus.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **PROJECT MANAGEMENT AND WORKFLOW COORDINATION**

In partnership with pastors and program staff, prioritize multiple complex projects according to stated goals and desired outcomes. Supervise fulltime receptionist and work with staff to plan, schedule, accomplish and meet deadlines for the work at hand.

## COMMUNICATIONS

Manage communications to inform and forward the mission of St. Andrew Lutheran Church. Work with staff and ministry teams to identify strategic communication needs and priorities. Key developer of communication content. Communications point person for projects, ministry teams, internal and external partners. This includes generating, summarizing, editing and building communication resources and technologies to meet emerging needs. Help design and manage the website, social media, printed materials, and other communication as needed.

## ADMINISTRATIVE RESPONSIBILITIES

With the receptionist, be the day to day first point of contact with general public/parishioners, coordinate facility use, calendar and databases. Organize, coordinate and maintain a system for knowledge storage and retrieval that utilizes best technology and meets multiple needs. Oversee and utilize volunteers in office management as applicable.

St. Andrew is an “at will” employer, and reserves the right in conjunction with the employee’s supervisor to modify the job description to meet the needs of St. Andrew Lutheran Church.