

*Office Administrator – Central Lutheran Church, Bellingham, WA - Start Date July 1, 2022 or sooner*

- 1) *Welcoming attitude, you are the first person encountered when entering church on Weekdays*
- 2) *Team mentality – working collaboratively with staff and church members*
- 3) *Answer phones, maintain calendars for building usage and enforce usage guidelines*
- 4) *Administrative support for Pastor to include maintenance of congregational records and file systems*
- 5) *Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, Publisher) using PC platform*
  - a. *Learning Lutheran liturgy for developing weekly print bulletins*
  - b. *Preparation of weekly PowerPoints for on-site and streaming use (Facebook/YouTube)*
- 6) *Financial record keeping (offerings/accounts receivable) using established software – work with treasurer*
- 7) *Liaise with support staff (Dormitory RA, Janitors) as necessary*
- 8) *Contact person for building management vendors (phones, cameras, internet, fire/sprinkler, and entry alarms)*
- 9) *Maintain webpage and social media presence*
- 10) *Other duties as agreed upon with church council*

*1/2 to 3/4 time (flexible days/hours, TBD) Starting \$17 per/hour*

*Contact Central Lutheran Bellingham, 360-734-7180 or [office@centrallutheran.net](mailto:office@centrallutheran.net) leave msg after hours*