

Desert Cross Lutheran Church, <http://www.desertcross.org>

Role: Church Office Administrator

Hours: 20 hours per week with maximum of 25 (flexible schedule to coordinate with office/staffing needs)

Location: Tempe Office

Job Summary: Provide analytical, technical, and administrative support to assist Church Staff and Congregational Council and Committees with projects, communications, and general administrative duties.

Responsibilities:

- Prepare/summarize information from raw data or requiring somewhat detailed research using spreadsheets or other software for administrative reports.
 - Tracking of Weekly/Monthly attendance of all worship services
 - Member tracking and management, including milestones
 - Support for Annual Report and Churchwide Statistical Report
- Create straight-forward mathematical computations in spreadsheets and convert to presentation-level materials.
- Provide secretarial support to Pastors and Executive Council as needed. These duties may include report creation, electronic communications, letters, etc.
 - Creation of bulletins as needed for special events
 - Schedule New Member Orientation based on visitor reporting
 - Prepare, edit, and assemble presentation materials/agenda from drafts, proofread and review for grammatical or numerical errors and general accuracy.
- Provide support to Director of Media with maintenance to Church website and signage.
- Maintain calendars for Tempe & Gilbert campuses and special event needs
 - Space Reservations tracking and confirmation
 - Tracking of flower arrangement sign-up, payment and ordering for all worship weekends including special events.
 - Birthday and Anniversary tracking for Staff Meetings
- Receive and greet incoming visitors assisting them with concerns/questions.
- Respond to inquiries (phone calls, mail, etc.) from congregation, staff, and external vendors.
- Ordering/Purchasing of supplies for office and worship needs.

Required Education/Experience:

- High school diploma or G.E.D.
- Previous Administrative experience preferred.