



JOB DESCRIPTION

Position Title: Office Administrator
Reports To: Director of Support Services
Job Status: Regular Full-Time (12 Month)

Job Summary:

The Office Administrator provides a wide range of administrative support to ensure the efficient operation of the church office. This position supports and works closely with the Pastors, staff, boards, members, and others in the Holy Trinity Lutheran Church and School (HTLC/S) community. The incumbent is a critical point of contact for internal and external stakeholders and must always be professional.

Key Responsibilities:

The Office Administrator is responsible for a broad range of duties, including:

Administrative Support

- Provide efficient administrative support to the Pastoral and church staff, including managing phone calls, emails, and correspondence.
- Create and maintain a front office environment that is warm, welcoming, and reflective of the values and hospitality of Holy Trinity, ensuring all visitors, families, and staff feel seen, supported, and professionally served.
- Maintain church calendars, schedule appointments, and coordinate meetings and ministry events.
- Work collaboratively with church staff members who oversee financial, school, facilities, volunteers, communications responsibilities to support shared ministry objectives.
- Maintain and order office and print supplies.
- Prepare and distribute agendas, minutes, and other materials for meetings.
- Create and print church service bulletins.

Communications and Correspondence

- Manage incoming and outgoing communication, including routing messages and inquiries to the appropriate staff members or departments.
- Draft, edit, and proofread documents, letters, bulletins, and announcements as needed.
- Build worship slides in ProPresenter software.
- Disseminate relevant information to the congregation, staff, and volunteers.

Records Management

- Maintain and organize church records, including membership rolls, baptisms, marriages, and deaths.
- Prepare and issue certificates, letters, and documents as required.
- Ensure confidentiality and security of sensitive information.
- Assist in managing church databases, ensuring accurate and up-to-date records.



Education and Experience:

- High school diploma or equivalent with a minimum of 3 years of office administration or secretarial work experience (additional relevant education is a plus).
- Proven experience in administrative or secretarial roles.
- Proficient computer skills, including MS Office Suite, Google Suite, and Church-related software.
- Excellent planning, organization, time management, and critical thinking skills.

Qualifications and Skills:

- Must be a Christian committed to following Jesus Christ and actively support the mission, vision, and leadership of Holy Trinity Lutheran Church.
- Able to effectively communicate using verbal, written, and technology skills.
- Able to deal effectively and tactfully with various individuals in a Christian environment.
- Able to maintain confidentiality and manage sensitive information with discretion.
- Friendly and professional demeanor with exceptional interpersonal skills.
- Experience with church operations and procedures is helpful but not mandatory.

Working Conditions:

The Office Administrator typically works in an office environment within the church premises. However, the position may involve occasional evenings and weekends to support church functions. This is a full-time, on-site position that requires regular, in-person presence at the church office. This role is not eligible for remote or work-from-home arrangements. The incumbent must be able to lift and carry moderately heavy materials and equipment.

Note: This job description is intended to provide a general overview of the responsibilities and requirements of the full-time church Office Administrator role. Duties and expectations may be subject to change or modification as needed.