

## Office Coordinator (Part Time)

Living Word Lutheran Church is accepting applications for a part time Office Coordinator. As a unified church we are looking for an organized, personable, and detail-oriented office coordinator to join our church office team. The Office Coordinator is the first point of contact for all visitors, guests and church members and responsible for coordinating various office tasks and functions to ensure office operations run smoothly.

The mission of Living Word Lutheran Church is joyfully proclaiming Jesus Christ, rooted in scripture, growing through worship, prayer, study, fellowship and service. We belong to God first and affiliate ourselves with Lutheran Congregations in Mission for Christ (LCMC), and the Augustana District of LCMC.

### **Responsibilities:**

- Office Coordination:
  - Greet and assist visitors in person and by phone with a welcoming and faithful presence
  - Manage all church mail channels (email and postal)
  - Technical support for office and building equipment (phones, copier, computers, etc.)
  - Order office and building supplies
  - Schedule pastor appointments
  - Assist with Service Team / Volunteer Coordination / Membership and church leadership activities
- Building Coordination:
  - Schedule all building/room use
  - Monitor offering envelopes & narthex table resources
  - Manage & update bulletin boards
  - Program electronic door locks
- Communication:
  - Staff liaison for Communication & Media Technology Board
  - Update, design and send weekly announcement folder and prayer list to congregation
  - Create worship folders for special services (Christmas, Lent, Funerals, etc.)
  - Pre-service announcement slides
  - Update and contribute to LWLC Facebook page and website
  - Promote upcoming events/studies as requested (including creating signup sheets, posters, flyers)
  - Other duties as assigned

### **Qualifications:**

- Intermediate computer experience with MS Office
- Experience in creative design of materials and knowledge of software for mass communication preferred
- Technical aptitude and working knowledge of office equipment (phone system, copier, computer)
- Excellent oral and written communication skills
- High school diploma required
- Active attendee of Living Word Lutheran Church
- Abides by Living Word Lutheran Church Statement of Faith (part of application)

### **Benefits**

- Maximum of 30 hours per/wk and in conjunction with office hours
  - Current Office Hours: Monday – Thursday 9:00 to 4:00, Fridays 9:00 to 12:00
- Pay is dependent upon candidate qualifications and experience, minimum starting pay of \$16/hour
- Retirement (403B)
- Paid Time Off

**Application Process:**

Application can be found on Living Word Website: <https://www.livingwordmarshall.org/employment/>

**Please return completed application and any other supporting documentation to Kris Serreyn via email: [krisserreyn@yahoo.com](mailto:krisserreyn@yahoo.com) OR mail to:**

Living Word Lutheran Church  
Attn: Kris Serreyn  
800 E Southview Ct  
Marshall MN 56258-0751