**AMAZING GRACE EVANGELICAL LUTHERAN CHURCH**

**2424 McElderry Street, Baltimore, MD 21205**

**OFFICE COORDINATOR POSITION DESCRIPTION**

**Overview**

The Office Coordinator serves part-time to organize, coordinate and perform many of the administrative, clerical, and hospitality functions of the church. The position will begin with eight hours of onsite work per week - either one eight- hour day or two four- hour days with a fixed mutually agreeable schedule at the church office. The Office Coordinator supports the work of the church and the Pastor and represents the church to its members and the community in a warm and professional manner.

**Responsibilities**

The Office Coordinator will be responsible for clerical and administrative duties including but not limited to:

Communications:

* Answering the telephone and checking and responding to phone messages.
* Monitoring and responding to email messages.
* Opening and responding to postal mail.
* Assisting with communications through newsletter, worship bulletins and social media posts.

Donor Management

* Creating and sending thank you notes to donors.
* Setting up a system to track grants. Grant writing skills are appreciated, but not mandatory

Financial

* Recording incoming checks and creating deposits.
* Filing expenditure receipts.

Administrative

* Maintain and troubleshoot office equipment and systems.
* Organizing and maintaining office systems, including filing.
* Coordination with Administrative support provided through a partner congregation

Worship

* Scheduling volunteers to serve as worship and devotional leaders.
* Sending email communications including weekly lessons, electronic worship files, and announcements.

Hospitality

* Greeting and managing visitor needs.

**Skills and Qualities**

* Dependable, professional and able to exercise good independent judgment.
* Excellent written and verbal communication skills.
* Able to work well with a variety of people representing diverse backgrounds and constituencies.
* Confidentiality and discretion in handling private information.
* Strong computer skills with knowledge of Microsoft Office Suite applications. Knowledge of video production, online platforms and publishing or design software is a plus.
* Organized and self-motivated.
* Proven experience setting up and managing office systems.
* A positive and calm personal presence

**Compensation - $25/ hour**

Please send a cover letter, resume` and the contact information for three references, both personal and professional to Jill Schumann – [Schumann.jill01@gmail.com](about:blank).