

Office Manager

Brandon Lutheran Church

600 E Holly Blvd, Brandon, SD 57005

Our congregation is currently looking for a talented Office Manager. This position will be integral in day-to-day operations, ministry and mission support, and member/visitor services. Qualified candidates will be friendly, have good communication and computer skills, be able to multitask, and be self-motivated. This year-round, approximately three-quarter time position provides additional flexibility around the Brandon Valley school schedule. For more information, contact Pastor Elizabeth Pagnotta at 605-582-3401 or apply by sending a resume to seniorpastor@brandonlutheran.org. Full job description can be found at www.brandonlutheran.org

General Conditions

Brandon Lutheran Church is a Congregation in Brandon South Dakota, and is a member of the Evangelical Lutheran Church in America (ELCA). While Brandon Lutheran is the primary employer, we are part of a two-congregation parish with Split Rock Lutheran Church. As such, our staff works with both congregations. Brandon Lutheran and Split Rock Lutheran Churches dedicate themselves to the making and maturing of Christian disciples.

Persons employed by Brandon Lutheran Church must commit to Christian service; however, Brandon Lutheran Church does not require membership in or profession of a specific denominational theology, as a condition of employment,

Employment with Brandon Lutheran Church is on an "at-will" basis. At-will means any employee may terminate their employment or be terminated at any time for any reason or no reason. Brandon Lutheran Church is an equal-opportunity employer. Employment decisions will be based solely on the qualifications for and ability to perform the position's duties for which employment is sought.

Specific Conditions

Purpose of Position

Organize and manage the day-to-day work of the office of Brandon/Split Rock Parish. This position reports to the Senior Pastor of the Brandon -Split Rock Lutheran Parish. Pay is at an hourly rate of \$18-\$20 an hour and includes paid time off.

Office Hours:

September-May: Monday-Friday, 8:00 am-4 pm, including a one-hour lunch break

June-August: Monday-Thursday, 8:00 am-3:00 pm, including a one-hour lunch break
Friday, 8:00 am-12:00 pm

Duties and Responsibilities

Hospitality

- Answer all incoming calls to the church in a courteous, friendly, and professional manner and direct to the recipient politely and quickly.
- Serve as host to incoming visitors, offering coffee or other drinks that are available and announce their arrival to the appropriate party.

Office Management and Administrative Duties

- Open and close the office Monday-Friday.
- Pick up mail and sort.
- Complete purchase orders and give bills received to the finance manager.
- Attend bi-weekly staff meetings.
- Maintain and coordinate church calendar. Coordinate with custodial staff and ministry leads.
- Maintain the church database. Accuracy and up-to-date information are critical to church record keeping. Keep up-to-date records of membership, transfers in and out, weddings, deaths, baptisms, etc. Assure that all parish records are kept current and complete. Parish records are a high priority.
- Ensure compliance and implementation of policies.
- Schedule weddings and special events; gather information on appropriate forms (Wedding request forms, building use forms, etc.).

- Order office supplies and maintain the supply room in an orderly manner. Adhere to office policies and budget guidelines; obtain multiple bids when policy states.
- Evaluate the efficiency of the office work environment, make recommendations, and implement improvements as appropriate.
- Provide clerical assistance to staff and leaders including, but not limited to, preschool, music staff, key volunteer leaders, ministry staff, and pastors.
- Coordinate the repair/maintenance of church office equipment.
- Provide Altar Guild Members with monthly reminders and order worship supplies.
- Provide money counters with supplies and facilitate the scheduling of volunteers.
- Keep the Worship Coordinator and Volunteers sign-up current.

General and Print Communication

- Serve as the central point for all communications within the workplace, both incoming communications from church members, pastors, volunteers, vendors etc., and communications outgoing to staff, church council, and volunteers.
- Make calendar and newsletter updates on the website and app.
- Keep the phone messages up to date regarding special events and other events in each season.
- Communicate weather-related cancelations in coordination with the Pastors and Staff.
- Produce bulletins, announcements, and any other publications needed for all worship services at both churches and coordinate volunteers to assemble.
- Oversee the publication of the annual report for both congregations: send requests, prepare, copy, and distribute.
- Print brochures and information pamphlets as ministry teams need them.
- Print youth, confirmation, and children's ministry publications.
- Work with WELCA (Women of the ELCA) in printing and communication needs.
- Create and distribute flyers for key events.
- Produce and compile information and print monthly newsletter.
- Print wedding brochures for both members and non-members.
- Schedule and prepare baptismal and wedding bulletins and certificates.
- Prepare bulk mailings when necessary.

Worship Media

- Prepare PowerPoint slides and presentations for all worship services, special events, and meetings.
- Schedule media ministry volunteers for all worship services and special events.
- Work with the pastors on sermon presentations as needed.

Facility Use and Scheduling

- Oversee the scheduling of the facilities and coordinate with the Custodial staff to ensure efficient use of space and resources.
- Schedule automatic doors as the schedule demands.
- Communicate with vendors, contractors, and those providing services in the building.

Perform other tasks and responsibilities as assigned.

Qualifications

- Possess excellent hospitality skills and coordination with volunteers.
- Desire to work toward the mission and goals of the organization.
- Possess excellent communication skills, both verbal and written.
- Be able to prioritize duties and act in a timely manner.
- Maintain confidentiality at all times.
- Ability to understand and use all office equipment.
- Proven computer skills, specifically in Word, Publisher, PowerPoint, and Outlook.
- Possess excellent organizational skills and the ability to manage multiple projects simultaneously.
- Attention to detail and follow-through on assignments and deadlines.
- A commitment to good interpersonal relationships, teamwork, and support of church ministries.
- Dependable attendance.
- Prefer a college degree or significant experience in an office setting.
- Conduct oneself as a moral and professional role model in a Christian environment.
- Physical Requirements include the ability to lift office supply boxes and use equipment successfully. In accordance with the Americans with Disabilities Act, we will consider reasonable accommodations for qualified individuals with disabilities.