

**PARISH ADMINISTRATOR
ST. PAUL LUTHERAN CHURCH VALLEY CITY, OHIO**

POSITION AVAILABLE: Parish Administrator.

Interested parties should submit application and resume electronically (preferred) to secretary@spvc.org

or mail to: St. Paul Lutheran Church
Attn: Applications
1377 Lester Rd.
Valley City, OH 44044

Deadline to receive applications and resumes: Wednesday, April 4, 2018

POSITION SUMMARY:

Responsible for administrative duties while assisting the Pastor and other church members.

Available four or five days a week, 15-20 hours per week, may include some Sunday responsibilities.

Employment contingent on passing a background check.

RESPONSIBILITIES:

The Parish Administrator shall:

1. Follow established procedures,
2. Perform administrative duties,
3. Maintain functional and organized working office including ordering office and church supplies,
4. Maintain confidentiality with regards to personal information and pastoral care,
5. Serve as telephone and in-person receptionist to present an excellent first-impression of St. Paul to members, visitors, outside contractors and suppliers, Ohio District personnel, and others unfamiliar with the congregation,
6. Have excellent computer skills demonstrating proficiency in the Microsoft Office Suite and ability to master Google Apps Suite, Quickbooks, Shepherd's Staff, Lutheran Service Builder, data entry, and web-based applications.
7. Compose and distribute regular church documentation including but not limited to: weekly bulletin and inserts, monthly newsletter (coordinate with various groups for input), and volunteer schedules (ushers, acolytes, greeters, etc.)
8. Operate photocopier other general types of office equipment,
9. Distribute mail and review for appropriate and timely action,
10. Respond to routine correspondence or draft routine responses for review and approval,
11. Maintain and report accurate and up-to-date church records including contact information for members and visitors, official acts (baptisms, funerals, weddings, etc.), attendance, transfers, and the like,
12. Perform other duties as assigned.

JOB REQUIREMENTS:

Two years related office experience or demonstrated ability to perform described responsibilities.

Proficiency in operating personal computer

Must demonstrate effective verbal, written and interpersonal communication skills.

Ability to work effectively with others and participate as a team player.

**ST. PAUL LUTHERAN
CHURCH
1377 Lester Rd.,
Valley City, Ohio 44280
330-483-3883**

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired hr. rate: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for us before? YES NO If yes, when? _____
Have you ever been convicted of a crime other than a minor traffic violation? YES NO

If yes, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Length of Association: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

