

Office Administrator

Lutheran Church of the Incarnation
1701 Russell Blvd.
Davis, CA 95616
lcidavis.office@gmail.com
www.lcidavis.org

DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the pastor, staff and congregational lay leadership
2. Organize the church office
3. As directed provide effective communication to the congregation via email, website calendar, phone calls, letters and in-person interactions
4. Oversee purchase and maintenance of supplies, office equipment, and furniture
5. Additional duties as needed by the pastor and church leadership

QUALIFICATIONS

- Knowledge of Microsoft Word, Excel, PowerPoint, Publisher and/or Google equivalents
- Ability to work independently, recognize issues, and take action to solve them
- Ability to identify issues requiring discretion and maintain confidentiality

Other

- Knowledge of Christianity and/or prior work in a church helpful but not required
- Familiarity with web design/maintenance helpful but not required

Physical Requirements

- Ability to lift up to 20 lbs, bend, stoop, and sit in front of computer for extended periods of time

ADDITIONAL INFORMATION

This position is an hourly position of approximately 8 hours per week, the exact number based on the needs of the congregation. Compensation is \$15 per hour. There are no benefits attached.

The office administrator is responsible to the Council of the Lutheran Church of the Incarnation, and reports primarily to the Personnel Committee and the pastor.

TO APPLY

Submit a resume, cover letter, and names/contact information for three references via email to lcidavis.office@gmail.com