

Westwood Lutheran Church Position Description



Title	Administrative Coordinator	Hours/Week	36	Supervisor	Miriam Samuelson-Roberts
		Non-Exempt		Title	Associate Pastor

Qualifications for the Position

Education or Degree	High School
License/certification required	No
Related experience required	3-5 years preferred

Skills and Abilities Required

1	Strong administrative and organizational skills
2	Experience with calendaring software applications and databases
3	Highly skilled at Microsoft Office suite
4	Working knowledge of office equipment
5	Friendly, professional customer service skills

Principal Accountabilities		% of Job	End Results/Common Tasks/Performance Criteria
1	Manage office	35%	<ul style="list-style-type: none"> Provide friendly, professional customer service to members, visitors, and staff. Oversee and train front desk office volunteers and ensure phone coverage and office support Support office team work efforts and communications. Order and organize office supplies and oversee copier maintenance. Maintain clean, organized office environment. Maintain office policy and procedure documentation.
2	Coordinate procedures and materials for new members, weddings, baptisms, funerals, internal and external events	25%	<ul style="list-style-type: none"> Coordinate scheduling events and resource needs between participants and pastoral staff for these events; communicate with participants in a timely and friendly manner. Secure contracts and payments. Organize and update paper materials, calendar, and online registration forms for these events.
3	Manage Westwood's calendar	20%	<ul style="list-style-type: none"> Schedule/approve events on calendar, keep calendar current and accurate. Coordinate with building superintendent for custodial needs and setups. Support and train staff in calendaring procedures.
4	Support to staff	20%	<ul style="list-style-type: none"> Act as staff point person for Westwood Connect system (directory, calendar, groups, sign-up forms, etc.) Assist with organization of Council documents. Order meals for events when needed. Assist the Director of Administration and Human Resources Management Advisory Group with new hires and employee appreciation events. Provide resources for technology and other support, including on-site triage resource when IT Coordinator is offsite.