

# Job Description

<b>Job Title:</b>	Church Administrator, Chain of Lakes (COL)
<b>Reports to:</b>	Pastor of Chain of Lakes Church
<b>Coordinates with:</b>	Staff, Ministry Leadership and Volunteers
<b>Location of Work:</b>	Chain of Lakes Church, Blaine, MN
<b>Work Hours:</b>	Flexible 15 hour week
<b>Performance reviews:</b>	Annual with a 90-day assessment after start date
<b>Objectives:</b>	To provide administrative support to the Pastor, Staff and Ministry Leadership
<b>Hourly Wage:</b>	Negotiable

## Key Responsibilities

- Manage COL Office
  - Greet visitors, respond to COL e-mails/phone calls, process incoming/outgoing mail, order supplies, maintain church directory
  - Partner with volunteers to update website, social media apps, display boards
- Produce accurate Sunday service materials, bulletin, and presentation slides
- Create event and information emails, flyers, inserts and posters
- Participate in special projects, as needed
- Attend and participate in staff meetings
- Assist worship team with worship volunteer scheduling
- Schedule and manage Chain of Lakes calendar and meeting spaces

## Personal Attributes

- Commitment to the Purpose Statement, Core Values, and overall ministry of COL
- Excellent interpersonal skills, ability to greet and guide visitors
- Ability to work in a team-based atmosphere
- Self-starter and self-motivated to manage position workload
- Effective time management and organizational skills
- High-level attention to detail and product quality

## Job Requirements

- Proficient with Microsoft Office Professional tools Word, Excel, PowerPoint, and Publisher
- Skilled in using Google Docs and Calendar
- Experience in using software applications and database systems
- Strong communication skills, both verbal and written
- 1-2 years of work experience in an office environment
- Working knowledge of common social media platforms (e.g., Facebook, Instagram)
- Approved background check

To apply, send a cover letter and resume to [pastor@colpres.org](mailto:pastor@colpres.org).

For additional information contact Pastor Paul Moore at 763-465-8585 or [pastor@colpres.org](mailto:pastor@colpres.org)