

Job Description

Job Title:	Church Administrator, Chain of Lakes (COL)
Location of Work:	Chain of Lakes Church, Blaine, MN
Work Hours:	Flexible, part-time
Performance reviews:	Annual with a 90-day assessment after start date
Hourly Wage:	Negotiable
Job Summary:	To provide administrative support to the church, Pastor, Staff and Ministry Leadership at Chain of Lakes Church

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
- Schedule meeting spaces at Chain of Lakes church
- Manage calendar of Chain of Lakes and of pastor

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
- Dependable, reliable, and trustworthy

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.

For additional information contact Pastor Paul Moore at 763-465-8585 or send an email to pastor@colpres.org.