

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 Church Leadership at Chain of Lakes Church

Key Responsibilities

- Manage COL Office
 - Greet visitors; respond to COL emails, calls; manage mail, supplies and records
 - Partner with volunteers to update website, social media apps, signs and display boards
- Produce accurate Sunday service materials, bulletin and presentation slides
- Create event and information emails, flyers, inserts and posters
- Contribute to special projects, as needed
- Attend and participate in staff meetings
- Schedule meeting spaces at COL
- Manage COL calendar

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 independently and with others
- Self-starter and self-motivated to manage position workload
- Strong time management and organizational skills
- High-level attention to detail and product quality
- Dependable, reliable, and trustworthy

Job Requirements

- Proficient with Canva and Microsoft Office Professional tools Word, Excel, & PowerPoint
- Skilled in using Google Platform to include Google Docs & 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.