



# HOLY TRINITY LUTHERAN CHURCH

*Loving, Witnessing and Growing through God's Grace*

149 Manzanita Ave.  
San Carlos CA 94070  
[sancarloshtlc.org](http://sancarloshtlc.org)  
[facebook.com/holytrinity.lutheranchurch.1](https://facebook.com/holytrinity.lutheranchurch.1)

## **Job Description: Office Administration** **20-24 hours per week**

The Office Administrator supports day-to-day operations of the Church Office, generates regular publications, assists with website development and administration, and provides general administrative support to the Pastor and congregation.

### **REPORTS TO**

Pastor

### **DUTIES AND RESPONSIBILITIES**

#### **General Office**

- Attend weekly staff meetings
- Maintain inventory and order office, kitchen, and church supplies
- Answer phones and directs calls
- Answers incoming emails
- Answer door
- Sort and/or post mail
- Email congregation
- Be available and help congregation members or visitors with questions or need to connect with Pastor
- Schedule, coordinate, and track events on calendar for church and outside groups
- Coordination of job openings/postings

#### **Publications**

- Work with Pastor, and church members and committees to type, edit, format, and produce church publications, which include:
  - Worship Bulletins and Worship Leader version
  - Announcements
  - Monthly Newsletter
  - Worship Leader volunteer schedule.
  - Annual Member Directory
  - Annual Report

### **Website Development and Administration**

- Post announcements
- Keep events, pictures, dates current
- Maintain online calendar
- Assist tracking with online donations

### **Administrative Support to Pastor**

- Provide clerical support to the Pastor, which may include assisting with
  - Parish mailings, including mail/email
  - Church database administration
  - Scheduling church events
  - Correspondence
  - Other duties as assigned

### **Qualifications**

- Dependable with the ability to work a regular schedule of 4-5 hours a day, Monday through Friday in quiet office setting
- Team-player with positive attitude and the ability to work with others and independently
- Excellent communication and organization skills
- General understanding of a church structure and environment
- Proficient computer skills, such as Microsoft Word, Pages, Adobe Acrobat, Excel, website administration, google drive, HTML, FrontPage or Dream Weaver.
- Familiarity with general office equipment, including copy, scan and FAX Machines and multi-line phone system
- Minimum 3 years of administrative experience

### **Hours**

20-24 hours per week, flexibility between the hours of 9:00 am-5:00 pm Monday through Friday

### **Salary**

This position offers a competitive wage based on experience.

### **Background on Holy Trinity Lutheran Church, San Carlos**

Holy Trinity is a small, thriving and viable congregation on the mid-Peninsula. Average weekly attendance is approximately 65. One Sunday a month is the Youth-Led service, where children are encouraged to lead prayers, play instruments, sing special songs, usher, and read the lessons. Holy Trinity is known for being an open, friendly church welcoming to all.

Please submit resume to [jobs@sancarloshtlc.org](mailto:jobs@sancarloshtlc.org)