



# ELIM LUTHERAN CHURCH

504 Baker Street | Petaluma, CA 94952 | ph: 707-762-4081 | fax: 707-773-7866 | [www.elimpetaluma.org](http://www.elimpetaluma.org)

## OFFICE MANAGER JOB DESCRIPTION

Elim is a Lutheran congregation (ELCA) in Petaluma, California, founded in 1925. Elim has played an influential role in Petaluma, transforming our community through direct ministry and helping to incubate other nonprofits such as Petaluma Ecumenical Properties, Committee on the Shelterless (COTS), and Petaluma Bounty. Our preschool, Little Shepherd Lutheran Preschool, has been operating for over 30 years and has taught thousands of Petaluma children. Our mission reach extends beyond Petaluma to New Orleans, Mexico, and Tanzania. We are committed to serving God in this place and look forward to bringing the Good News of Jesus Christ to the people of Petaluma.

Elim is a tax-exempt California nonprofit religious corporation. As the Office Manager, you will usually be the first person people encounter when they visit the church office, call or send an email. There are often several important tasks to handle at any given time, so the ability to organize your time, materials and responsibilities is critical. Planning ahead and setting goals is also important as is being flexible. On one day you may work on the monthly newsletter, receive visitors in the office, collect building use income, answer questions on the phone about the food pantry and help a volunteer get their event publicized. And the next day will be totally different.

The position is for 22 hours per week. Elim's offices are at 504 Baker Street, Petaluma, California and the office manager is expected to keep the office open between from 9 AM through 2 PM, Monday through Thursday. Hourly wage is negotiable based on the successful candidate's experience and skills.

### Primary Function

The office manager will be exposed to information that is confidential to Elim or its Leadership Team and may involve delicate matters of pastoral concern. The office manager must, therefore, be able to carry out the role with integrity and discretion and must protect confidential information with which he or she is entrusted.

### Essential Responsibilities

#### 1. Reception

- Serve as the office receptionist, working with other staff to ensure coverage during Elim's business hours, answering phone calls, and assisting or directing callers and visitors to the office.
- Receive and send mail and deliveries.
- Manage the main Elim email account, directing email to appropriate staff members.
- Manage the phone answering system.



**Evangelical Lutheran Church in America**  
God's work. Our hands.

## 2. Building Manager

- Coordinate facility use with staff, church members, Little Shepherd Preschool and outside groups using our facilities.
- Collect payments for building use.
- Act as the main scheduler for all activities and events at the church. Keep the church calendar(s) updated.
- Maintain building maintenance, inspections and repairs for church property, using volunteers and/or staff and contracting with professionals as necessary.
- Provide administrative support for custodial staff. This includes scheduling weekly tasks and updating events calendars.
- Responsible for the management and purchasing of supplies and equipment for worship, office, janitorial, building and church ministries.

## 3. Communication

- Editor/Producer of: weekly announcement page, weekly email newsletter (Elim Express), monthly newsletter (Source), annual report, flyers, posters, bulletin boards and newspaper advertising.
- Coordinate special mailings.
- Along with other staff, keep the website updated on a weekly basis. Post the sermon on the website every week.

## 4. Administration

- Coordinate the Interfaith Food Pantries among other congregations as well as Elim volunteers.
- Provide administrative support to ministry groups (such as Vacation Bible School, Faith Formation, Mission Trips, etc.) and Little Shepherd Lutheran Preschool, including forms, registration, planning help, and communication.
- Maintain filing and assist other staff with archiving of church records.
- Maintain the church membership database; print lists and labels as needed for mailings, classes, and groups.
- Support the pastor with coordination of weddings and funerals.
- Send and collect forms from new members, baptism candidates, weddings, etc.
- Track worship attendance and coordinate the altar flower schedule.
- Send out prayer requests and prepare prayer list for Sunday prayers.
- Follow up with visitors along with the pastor.
- Provide insurance-related administrative support including accident reporting & ordering background checks.

### Qualifications:

The successful applicant will possess the following mandatory requirements:

- 1) Formal education in Microsoft Office, or work experience equivalent to at least two years of on-the-job experience in a commercial or nonprofit setting.



**Evangelical Lutheran Church in America**  
God's work. Our hands.

- 2) Must be able to demonstrate excellent computer literacy, able to learn new applications and adapt them to church use. Knowing how to do basic computer maintenance (such as software updates) is also helpful.
- 3) Excellent written and verbal communication skills in English.
- 4) Strong interpersonal skills and the ability to work collaboratively to solve problems.
- 5) Ability to partner with staff and ministry teams to help them achieve their objectives using means that are consistent with Elim policies and relevant law.
- 6) Membership and active participation in an established Christian denomination.
- 7) Demonstrated ability to maintain confidentiality.

The following qualifications are desirable but not required:

- 1) Active membership in Elim or another congregation of the Evangelical Lutheran Church in America, or the willingness to join Elim as a voting member.
- 2) Experience with software designed for non-profit or church use.

This position has responsibility for church matters and handles confidential information. Elim requests each applicant to provide at least two references whom Elim may contact and who can speak to the applicant's qualifications and/or character. At least one reference must have knowledge of the applicant's qualifications for this role. References who are relatives of the applicant will not be considered in our evaluation. In addition, the successful candidate must consent to and pass a background check in order to complete the employment process and begin work.

Elim Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics and any other criterion prohibited by law.



**Evangelical Lutheran Church in America**  
God's work. Our hands.