



Communications & Office Specialist

About Phinney Ridge Lutheran Church (PRLC)

Phinney Ridge Lutheran Church is a thriving congregation that seeks to engage with God's love for the world through communal worship, spiritual formation, and acts of justice and service. We are a multi-generational community, rooted in the Lutheran tradition and with an ecumenical spirit. We are thankful for the melding of spiritual backgrounds that have found a home with us. Believers, doubters and seekers are welcome and valued. PRLC also has a thriving preschool inspired by the schools of Reggio Emilia.

Phinney Ridge Lutheran Church is a Reconciling in Christ congregation, which means we are open and affirming of the LGBTQIA+ community. PRLC does not discriminate on the basis of race, color, national origin, citizenship status, gender expression, age, marital status, physical or mental disability, sexual orientation, or veteran status.

About the Communications and Office Specialist

The Communications & Office Specialist at Phinney Ridge Lutheran Church (PRLC) serves as an integral part of the ministry team. They skillfully manage scheduled tasks and frequent interruptions, which can often require immediate attention. They oversee communications from the church to the congregation, including editing and formatting multiple publications each week. They work as a self-starter and participate with a spirit of collaboration and caring among our staff, volunteers, council, and parishioners. This position would be best served by someone who has good attention to detail and yet can also maintain a big picture outlook to be aware of what is upcoming. This position will become an expert in organizing and accelerating the operations of a thriving congregation.

Performance Objectives

Welcome: This position is responsible for the first point-of-contact for those who call, email, and visit our office in person. This means offering compassionate hospitality and learning how to direct members and guests to meet their diverse needs.

Congregational Communication: Ensure regular and accurate communication with the congregation including frequent emails, mailings, and updating the website. Specific expectations include weekly bulletins with announcements, a regular print newsletter, twice-weekly congregational emails, ensuring the website is updated and useful at least weekly, and social media engagement. This position will also support mailings for other purposes such as annual meetings, stewardship, congregational letters, etc.

Worship Support: Provide necessary support for worship activities. This includes preparing and printing weekly bulletins for mail and in-person worship, coordinating and communicating with worship volunteers, tracking and distributing information from "Count Me In" sheets, tracking attendance and managing copyright requirements in the worship bulletins and related publications.

Office Management: Maintain an efficient office environment by handling responsibilities such as, ordering and maintaining office supplies, sorting and distributing mail, staffing the office for phone calls and visitor reception in accordance with published hours, responding and/or routing voice mails and emails in a prompt manner, and maintaining cleanliness and orderliness of the office and functionality of office equipment.

Maintain Church Building and Activity Calendar: Oversee the usage of church spaces by developing a schedule and effectively communicating with internal and external stakeholders to prevent scheduling conflicts and ensure smooth operation of events.

Database and Archive Maintenance: Accurately maintain and update the database of members and visitors and keep up-to-date church archives to ensure all records are properly stored and easily accessible. Support Council Secretary in maintaining records and archives of the Congregation.

Volunteer Coordination: To be successful in this role, volunteer coordination is necessary to develop and implement a system to recruit, train, and schedule office volunteers and support in doing so for ministry volunteers.

Supervision: The Communications & Office Specialist is supervised by the Parish Administrator and works closely with the Pastor(s), Choir Directors and Organist, Deacon, Director of Children & Family Ministries, Custodian, volunteers, and the Council President and Secretary.

Hours: This position is an hourly position at 30 hours/week with the expectation of extra hours during festival seasons and for special projects, not to exceed 45 hours per week (over-time eligible at more than 40 hours/week). Expected hours are between 9:30 a.m. and 3:30 p.m. Monday through Friday. There is also interest in one of the days worked being on Sunday. Some adjustments to hours can be made for special circumstances.

Compensation: will be commensurate with experience, starting at \$23 per hour with health benefits (85% of premium paid by employer), accrued vacation at 10 days/year and accrued sick time.

Desired Qualifications: The Communications & Office Specialist will have demonstrated experience balancing regular ongoing tasks with emergent needs. They will have a proven track record of being a team player, able to jump in to support others, looking for opportunities to improve areas of responsibility, and warmly welcoming the diversity of people who may walk through our doors. They must have excellent oral and written communication skills. Editing experience and experience with basic website content management are highly desirable. Familiarity with and grounding in theology, language, liturgies, procedures and policies of the Evangelical Lutheran Church in America is particularly helpful.

Specific systems used include Microsoft Office suite, Publisher, Mailchimp, Square Space, ServantKeeper, Sundays and Seasons, Onelicense.net, Facebook, Instagram and Youtube.

To apply for this position, please send your resume, cover letter and three professional references to parishadmin@prlc.org.