

## **Office Coordinator**

Hazel Park Congregational United Church of Christ, located in the Eastside of Saint Paul, is looking for a reliable, go-getter Office Coordinator. We are looking for someone who is willing to help our church operate compassionately and effectively every day as we seek to embrace and carry out the mission of the church in our community and in the wider world. This is a 15-20 hour a week position and you will need to be available to work on Sundays. Work schedule could be perfect fit for an applicant with children in school. The position reports to the Pastor.

### **Responsibilities**

- Monitor supply inventory, order and stock supplies
- Process invoices for payment
- Process and direct mail and incoming packages or deliveries
- Provide agreed upon monthly financial reports for treasurer, trustees, church council, and pastor
- Organize and maintain electronic and paper files
- Maintain church directory and church event calendar
- Collect and distribute documents for board/committees of the church and annual meeting
- Print and collate Sunday bulletin
- Coordinate volunteers for various church events and activities
- Maintain internet services and troubleshoot internet, phone and computer issues
- Coordinate, in partnership with Pastor, worship events and celebrations (weddings, funerals, special church celebrations)
- Greet and assist visitors; Coordinate volunteers for various church events and activities

### **Qualifications**

Knowledge, Skills, Experience

- Excellent written, oral and interpersonal communication skills
- Strong customer service skills. Ability to manage relationships with vendors and suppliers
- Time management skills and ability to handle multiple tasks
- High degree of initiative and ability to work independently with minimal supervision
- Proficient in MS Word, PowerPoint, Excel
- Knowledge of bookkeeping best practices.
- Proficient with accounting software preferably Quick Books
- Experience with social media platforms
- Ability and willingness to learn new software applications
- Two years of related office management or bookkeeping experience
- Capable of working responsibly with highly confidential information