

## OFFICE COORDINATOR

**Position Description:** Office Coordinator

**Supervisor's Title:** Office Manager

**Position Type:** Regular Part-Time, Non-Exempt (28 hours/week)

**Location:** Gillette, Wyoming

### Role Snapshot

The Office Coordinator's role is to provide support to all church staff and church operations to ensure smooth operations. Your primary focus will be greeting incoming visitors, responding to phone calls and emails, and scheduling meetings. You will ensure that everything is ready for Sunday services, including door greeters, food fellowship, announcements, the bulletin, and PowerPoint presentation.

### Who YOU Are

We are seeking a dedicated and organized Office Coordinator to join our team. The ideal candidate has a heart for the gospel and Jesus and will provide essential support to ensure the smooth operation of our office and church. This role requires a proactive individual with excellent communication skills, strong attention to detail, and the ability to maintain discretion and confidentiality. The Office Coordinator will play a vital role in managing daily tasks, supporting ministry staff and volunteers, and maintaining a friendly and positive office environment.

### How You Will Contribute

- Manage incoming calls and emails, demonstrating excellent phone etiquette to ensure professional communication with discretion and confidentiality.
- Assist in maintaining office organization through effective clerical support, including filing, data entry, and document management.
- Provide support to church members, church staff, and community members by addressing inquiries and resolving issues promptly and professionally.
- Utilize Microsoft Office Suite and Microsoft Teams.
- Support church staff with scheduling appointments and managing calendars as a personal assistant.
- Collaborate with team members to streamline administrative processes and improve overall efficiency.
- Create Sunday Service bulletin and PowerPoint.
- Send out weekly reminders to different ministries.
- Other related duties and projects as assigned.

You Got Skills?

- Required:
  - Strong organizational skills with the ability to prioritize tasks effectively.
  - Proficient in administrative duties with experience in clerical work.
  - Excellent customer service skills, ensuring positive interactions with church members, visitors, and church staff.
  - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) and Microsoft Teams.
  - Ability to work independently as well as part of a team, demonstrating flexibility in various tasks.
  - 1-3 years' experience as an Administrative Assistant.
  - High School Diploma Required
  - Proactive in learning and executing tasks; able to drive projects and timelines, and able to work autonomously with minimal or no oversight
- Preferred:
  - Great at business casual email and phone etiquette
  - Quick learner of new software
  - A Plus if experienced in: Subsplash and Canva

Salary: DOE per hour		
Benefits:	Schedule:	Experience:
<ul style="list-style-type: none"><li>• Sick Leave</li><li>• Vacation</li><li>• Holidays</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m. – 4:00 p.m.</li><li>• Monday – Thursday</li><li>• An occasional Friday is possible.</li><li>• Church Events as planned.</li></ul>	<ul style="list-style-type: none"><li>• 1-3 years experience in a clerical role</li><li>• Proficient in Microsoft Office Suite and Teams</li></ul>