

Office Coordinator

Westkirk Presbyterian Church is seeking an **Office Coordinator** to support the ministry of the church through administrative and organizational leadership.

Qualifications

The Office Coordinator should possess:

- A passion for serving the individuals and families of Westkirk Presbyterian Church and the Des Moines metropolitan community.
- Spiritual gifts such as administration, discernment, encouragement, and/or service.
- Skills and experience in:
 - Proficiency with Microsoft Office, Canva, and Adobe software.
 - General office management and organization.
 - Maintaining confidentiality and working as part of a team.
 - Willingness and adaptability to learn new software and processes as needed.

Duties and Responsibilities

Under the supervision of the Pastor and Head of Staff, the Office Coordinator will:

- Manage the daily operations of the church office.
- Learn and utilize the church software program (Planning Center) to enter data and maintain records and files.
- Answer and direct phone calls.
- Oversee the creation, production, and distribution of church-wide publications, including the weekly worship bulletin, inserts, and monthly newsletter.
- Welcome and greet guests and visitors during office hours.
- Maintain the church calendar.
- Provide administrative support to the Session and Clerk of Session as needed.
- Order and maintain office supplies and inventory.
- Coordinate, schedule, and oversee office volunteers.
- Assist staff and volunteers in carrying out pastoral duties.
- Prepare communications and correspondence.
- Communicate with lay leaders, members, and attendees.
- Coordinate the scheduling of activities and appointments.
- Direct urgent care needs to the appropriate pastor or lay leader.
- Participate in weekly staff meetings.
- Maintain regular weekday office hours.
- Update and maintain the church website.

- Set up live streaming through YouTube Studio.
- Update access control schedules for church doors through the Door app.

Hours

- Regular office hours are **Tuesdays through Thursdays, 8:00 AM – 4:00 PM.**
- Additional hours may occasionally be required.
- This is a paid position.

Application

If you are interested—or know someone who might be—please contact **Pastor Mark** at mark@flourishcoaching.org.