Lutheran Church of God's Love Office Associate

Job Description
Effective April 1, 2026

General Description

The Office Associate serves as a member of the staff and works collaboratively with the Office Manager and the Communications Administrator. The position is intended to bolster the functions of the overall office administration with special emphasis on administrating the church property. The Office Associate is responsible for performing a range of clerical and administrative tasks including but not limited to providing clerical support, property communication, maintaining the church schedule, and welcoming visitors both in person and over the phone. Responsibilities are determined by the Senior Pastor and approved by the church council.

Accountability

The Office Associate reports to the Senior Pastor and is overseen and trained by the Office Manager. Attendance at weekly staff meetings is required. The position is subject to an annual performance review.

Contract Timeline and Hours

The Office Associate is contracted for an average of 10 hours per week and is subject to a 90-day probation period. The responsibilities will require flexibility during evenings and weekends on an as-needed basis.

Compensation

$20 per hour or commensurate with qualifications and experience

Specific Duties and Responsibilities

1. Facilitate all communication (via phone calls and email) with church members and outside groups regarding reservation of space on the church property for meetings and events.
2. Determine and schedule all reservations on the property completing all necessary paperwork, including but not limited to calculating costs, insurance coverage, equipment and set-up needs, in consultation with the Office Manager and guided by the recommendations in the congregation's building use manual.

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3. Manage a comprehensive schedule of all property reservations on church calendar (both handwritten calendar and online calendar using Outlook).
4. Prepare all facility spaces in conjunction with the church sexton and office staff including but not limited to light cleaning and set-up of tables and chairs, setting heat/AC, door schedules, and additional equipment as needed.
5. Weekly secure the building doors and windows, monitoring lights and the HVAC system including generating lists of potential property repairs as necessary.
6. Welcome visitors to the property, answer phone calls, maintain necessary office files and provide additional clerical support such as recording attendance and assembling mailings.
7. Assist with general office duties during times of high work volumes or tight deadlines, coordinate time off (including work from home days) with other staff to ensure office coverage.

Competencies and Requirements

1. Working knowledge of Microsoft 365 as well as the ability to learn additional software as needed.
2. Excellent verbal and interpersonal skills and desire to work collaboratively.
3. Hospitality experience preferred; customer service skills essential.
4. Must provide own transportation and live within a 15-minute commute from the church
5. Able to work a few hours between 9am-2pm Monday to Friday weekly (especially Tuesdays 11am-12pm)
6. Satisfactory completion of all required background checks.
7. The ability to lift 20 pounds easily.
8. At least 18 years of age.
9. Two non-family references.

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