

Office Coordinator

Position Specifications

Job Location: Tacoma, Washington

Reports to: Executive Director of Peace Community Center & Pastor of Peace Lutheran Church

Position Type: Full-time (40 hours/week), Non-exempt, hourly

Compensation: \$19/hour plus generous benefits

Position Overview

The Office Coordinator is a shared position responsible for helping Peace Community Center (PCC) and Peace Lutheran Church (PLC) effectively fulfill their shared mission by providing administrative and receptionist duties, working with staff, leadership, congregation members, and the larger community. The general position breakdown is 20 hours/week for shared PCC and PLC duties, 14 hours/week for PLC-duties, and 6 hours/week for PCC-specific duties.

Primary Center and Church Responsibilities

Front Office Management/Reception

- *Receptionist duties:* Serve as the receptionist for Peace Lutheran Church and Peace Community Center during office hours (8:30 AM to 5:00 PM, M-F).
- *Office supply maintenance:* Take inventory and place orders (office, custodial, kitchen, worship, and program supplies), organize supply cabinets, do pricing research and negotiation.
- *Copier and fax machine:* Oversee operation of multifunctional copier and fax machine.

Facility Use, Maintenance, Technology

- *Supervision:* Manage one direct report, providing supervision to the PCC/PLC shared Custodian, including communicating cleaning schedules, making regular check-ins, and signing timesheets.
- *Facility Management:* Manage building keys and disbursement to staff; manage relationship with security, phone, internet, printer, and elevator vendors; coordinate building security trainings with staff and volunteers; ensure compliance of equipment and annual inspections, not limited to elevator, health and safety, and fire.
- *Facility Use:* Manage intake of facility use requests, communicate with Executive Director and Pastor for approval of requests, maintain facility use calendar, communicate appropriate procedures to users of the facility.
- *Maintenance:* Support facility maintenance and renewal including; organizing staff clean-up days, facility upkeep and renovation; and immediate facility upkeep needs, including receiving bids and hiring contractors (e.g., maintenance, lawn care, etc).
- *Technology:* Support the implementation of effective strategies around technology that empower staff, volunteers and the Church and Center as a whole to be more effective in fulfilling their mission; serve as Google Apps administrator.

Publicity & Communication

- *Weekly Worship Bulletins:* Produce weekly worship folder and written announcements.
- *Newsletter:* Work with Church volunteers to gather articles, produce, and mail newsletter.
- *Other Communication:* Website maintenance, correspondence and mailings, monthly event fliers, bulletin board maintenance, and church wide e-mails.

Ministry Support

- *Emergency Assistance:* Serve as the point person for emergency assistance, gathering information from individuals in need, communicating with the Pastor and Community Center Executive Director, and the Emergency Assistance Committee.
- *Worship Ministry:* Support Worship Councilperson to coordinate worship volunteers, maintain Worship Assistant Spreadsheet, update schedule weekly and communicate changes and additions, send weekly reminders to worship assistants by e-mail or phone.
- *Ministry Connections:* Help connect talents and gifts of church members (recorded in member records) with ministry leaders and ministries in which they may serve.
- *Database Management:* Maintain Church roster and membership records, including giving information. Produce midyear and end of year giving statements for tax purposes.
- *Van Ministry:* Support van ministry by receiving and approving van use requests, maintain the van use calendar, set-up new van drivers, and distribute a Sunday morning van driver schedule.
- *Community Meals:* Provide administrative help and support to community meals.
- Support Peace Lutheran Church with Human Resources
- *Other Ministry Support As Assigned*

Other Administrative Duties

- *Volunteer Support:* Recruit, hire, train, support, and evaluate volunteers that support office administration and facility maintenance.
- *Mail:* Receive mail and distribute to proper staff; log all income for PCC into weekly check log and store cash/checks received in safe.
- *Documentation/Filing:* Ensure proper documentation of administrative duties and systems.
- *Board of Directors/Church Council:* Support the Board of Directors of the Community Center and the Church Council of Peace Lutheran Church by preparing meeting packets and retaining files of Board/Council meeting documents.
- Other Administrative Duties as Assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Experience and Qualifications

Candidates must be fully vaccinated against COVID-19 and available to work in-person upon hire.

Successful candidates must be committed to the mission of Peace Lutheran Church and Peace Community Center and have a passion for and commitment to the Hilltop community. Strong candidates will also have proven commitment to diversity, inclusion and cultural competence as well as strong prioritization, critical thinking, self-motivating and problem solving skills.

- The ability to engage positively with the wide variety of people who relate to the Church and Center; community members, individuals experiencing homelessness, students, families, donors, people with mental illness, etc.
- Ability to work with minimal supervision in a fast-paced, highly adaptive environment.
- Demonstrate ability to communicate and relate effectively in person and in writing to a diverse community (age, racial-ethnic, economic, faith, etc).
- Important qualities: self-starter, takes initiative, flexible, organized, efficient, ensures quality, attention to detail, accurate, and problem solver
- Organizational and delegation skills necessary to manage an office
- Customer service skills
- Minimum high school diploma, additional education preferred
- 2 years of office coordination or equivalent experience preferred
- Advanced capacity with standard office software and network navigation software and tools including Microsoft Office (Excel, Word, Publisher, Outlook, etc.), Google Docs and web browsers required.
- A commitment to personal accountability and the ability to maintain confidentiality.
- As a shared employee with Peace Lutheran Church this person should have a Christian faith background and a willingness to support and learn about the Evangelical Lutheran Church in America.
- Submits to a state and federal security background check and credit history check

Compensation

Compensation: Non-exempt, full-time (40 hours/week), hourly position with a pay of \$19/hr depending on education and professional experience. Approximate work hours are Monday-Friday 8:30 AM – 5:00 PM.

Benefits: Generous personal leave and benefits package, including paid time off; health, vision, and dental insurance at 100% employer paid premiums for employees and 50% for dependents; and 403(b) retirement plan with 3% employer contribution.

Application Process

Applicants must submit cover letter and resume to jobs@peacecommunitycenter.org. Resume to include at least 3 references attesting to your qualifications. Priority application deadline is Tuesday, January 18th by 9:00 a.m. Qualified candidates will be interviewed on a rolling basis until the position is filled.

Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.

Guiding Statements of Peace Lutheran Church

Mission Statement

Compelled by the love of God and our faith in Jesus Christ, Peace Lutheran Church, a diverse people of faith, in partnership with Peace Community Center, seeks to realize God's dream for the world through worship, learning, giving, and serving.

Core Values and Guiding Principles

We seek to realize God's dream for the world by living out these values:

1. (Serve with) Courage: We respond to God's call with boldness, creativity, and honesty, and engage the realities of life with perseverance and joy. (Joshua 1:9)
2. (Embrace) Diversity: We invite and welcome, honor and respect people of all ages, cultures, and walks of life, and encourage people to use their unique God-given gifts and abilities. (Romans 12:4-6)
3. (Cultivate) Community: We listen, build relationships, grow in faith, and experience God's grace, as we work together in our urban Hilltop neighborhood and larger community. (Colossians 3:12-17)
4. (Seek) Justice: We advocate for the dignity of all people by addressing basic needs, empowering through education, and working toward a socially just world. (Micah 6:8-9)

Vision Statement

We believe God's vision for Peace is to be a diverse community of faith in the Hilltop where all are welcome - a community that is Spirit-filled, compassionate, healthy, reconciled, and just.

Welcome Statement

All are welcome at Peace! We are a diverse community of welcome for people of all ethnic and cultural heritages, ages and generations, educational and financial backgrounds, gender identities and sexual orientations, spiritual and religious preferences, gifts and abilities! Centered in Jesus and his love, we believe that every human being is created in the image of God, whose Spirit gathers us into one community of faith in our Hilltop neighborhood. You are a blessing to Peace! We welcome your presence, your gifts, your service, your leadership, and our shared life together in community!

Foundational Commitment to Anti-racism

Peace Lutheran Church is committed to understanding, addressing, and dismantling racism inside ourselves, our Hilltop community, and our congregation as a fundamental way in which we live out our Christian faith and seek to love our neighbors. This is a commitment of our congregation as a whole, of our staff, and of the individual members of our worshiping community. This is a faith journey of learning, accountability, and grace.

To learn more about Peace Lutheran Church, visit www.peacelutherantacoma.org.

To learn more about Peace Community Center, visit www.peacecommunitycenter.org.