



## Office and Communications Administrator

Shepherd of the Hills is a nurturing community, serving our neighbors and providing pathways to wholeness in Christ. We are your place in the neighborhood, committed to partnerships in ways that impact our neighborhood with the vitality of God's kingdom. Learn more at [www.soth.net](http://www.soth.net).

SOTH seeks a highly organized learner who can master new software and technologies to enhance communications within the church and outreach in the community. SOTH seeks an individual who is an initiative taker and learns how to create processes and systems to make the office more efficient. This person will have strategic ability to anticipate future needs and manage their time. A background in office management and administration is desired.

### Role:

The role of the Office/Communications Administrator is to effectively manage the weekly flow of communications between staff, session, and the congregation. It includes streamlining and managing processes for maintaining a calendar of events. It also includes supporting program and ordained staff with meeting and project coordination. This position will provide support with social media, marketing, advertising, mailings, website and various signage for events throughout the year.

### Minimum Qualifications:

- Experience with Apple Mac platform a plus; at least three years' experience with all components of Microsoft Office Suite; experience using a variety of office machines including printers, postage machines, and folding machines; able to move between platforms such as Mac to PC.
- Minimum three years' experience working in an office environment; church office experience strongly recommended.
- One year experience creating reports from various sources.

- Able to provide accurate work product.

**\*\*Background Check Required\*\***

### **Work Hours:**

Regular work schedule during office hours 9am to 1pm, Monday through Friday for a total of 20 hours per week. Additional hours may be required for special events.

### **Compensation:**

Hourly compensation shall range from \$20 to \$26 per hour depending on qualifications.

Benefits include two (2) weeks paid time off; also includes 10 church holidays.

To apply: Send cover letter and resume to [msyrdal@soth.net](mailto:msyrdal@soth.net)