



Office Administrator & Digital Communications Associate

Reporting Structure: Directly reports to the pastor and works collaboratively with all staff. Periodic performance reviews are ensured by the Trustees and done in consultation with the pastor.

Status: Part-time (averaging 20 hours/week)

FLSA: Non-exempt (hourly)

Compensation: Salary commensurate with experience. This position is eligible for employer contributions to benefits, including medical insurance, negotiable.

To apply: Please submit a cover letter and résumé to hire@decorahucc.org. In your cover letter, describe why you are drawn to this position and how you envision contributing your gifts and skills in both parts of this role—office administration and digital communications. We welcome links to online portfolios and digital footprints on social media.

About Decorah UCC

We are a growing, progressive congregation of creative and curious Christians who worship together and serve together. We seek to live out Jesus's gospel of justice, mercy, love, and grace. We take seriously the calls to care for our neighbor, to be engaged in the building up of our community, and to be a place of extravagant welcome where everyone, everyone, everyone can encounter the Sacred.

Job Summary

The responsibilities of this position are two-fold. As Office Administrator, this staff member will maintain and develop office systems that facilitate effective and faithful management of our

Decorah Congregational United Church of Christ is an equal-opportunity employer and an Open and Affirming congregation. We are committed to welcoming all persons and affirming differences of faith background, sexual orientation, gender identity, gender expression, marital status, age, and mental and physical abilities, as well as race, ethnicity, and economic and social status. We welcome all to share in the life and leadership, ministry and worship, sacraments, responsibilities, and blessing of participation in our congregation.

shared resources for ministry—including our building and finances. They will often be the primary contact for congregants and community members inquiring about the life of the congregation. In addition, as Digital Communications Associate, the staff member will collaborate with staff to develop and implement a digital communications strategy with a focus on curating a web, social media, and remote worship presence that builds relationships, shares information, and forms identity among members of the congregation and our community partners.

Essential Functions

ADMINISTRATION (12-15 hours/week)

- Support the mission of the church and understand their role in creating and fostering a meaningful, vibrant church community committed to extravagant welcome and progressive, inclusive theology
- Respond to phone messages and emails concerning the life of the church
- Prepare Sunday bulletins after receiving the necessary information from other staff (*once in-person worship resumes*)
- Administer financial and accounting affairs of the church in conjunction with the volunteer financial secretary and treasurer, including paying bills and the electronic recording of all transactions
- Maintain a cloud-based church database system as a centralized hub for communications, giving, and record-keeping
- Maintain accurate cloud-based and paper filing systems
- Serve as the first point of contact for rental inquiries—managing security (key access) and coordinating calendars with the intention of expanding opportunities for our community to make use of our space
- Coordinate the preparation of church annual reports, conference reports, and music licensing reporting
- Order office and church supplies and arrange for the maintenance of office equipment

DIGITAL COMMUNICATIONS (5-8 hours/week)

- Work with the pastor and lay leaders to develop and implement a digital communications strategy that aligns with the congregation’s mission, vision, and values
- Curate a social media presence for the congregation (Facebook, Instagram, Twitter, etc.), both to build community among folks already connected and to minister to new folks seeking connection, meaning, purpose, and personal/social transformation in a progressive, faith-rooted context
- *Strongly preferred:* Help run tech for Zoom worship gatherings on Sunday mornings (10:15 AM–noon), including managing the audio and screen-sharing visuals

- Assist in pre- and post-production of online worship service videos (*currently recorded live on Zoom; eventually via livestream of in-person worship*)
- Proactively share stories of our congregation in ministry in order to produce compelling digital content (posts, images, and videos) for worship and other faith formation ministries
- Work with the pastor and lay leaders in preparing engaging and mission-aligned copy for weekly/monthly email campaigns and seasonal print letter campaigns
- Serve as the church webmaster: coding as needed; adding new content and features; and monitoring security, performance, and search engine optimization

Other Responsibilities

- Participate in staff meetings
- Build and sustain strong relationships with staff and church leaders to ensure messaging is current, relevant, and aligned with mission
- Stay current on creative trends in technology and communications and look for opportunities to communicate more effectively, internally and externally

Qualifications

- *Essential*
 - A welcoming, collegial spirit
 - Proficiency with the essentials of office administration, accounting, and electronic communications—including use of databases, QuickBooks, Google Drive/Docs, MailChimp, and WordPress—and/or demonstrated ease in learning new software platforms as needed
 - Proficiency in basic video editing and web design
 - Ability to set up, maintain, and ensure the security and confidentiality of data and information
 - Ability to maintain any posted office hours, while also working remotely
 - Availability for tasks (e.g., emergency check writing) that require a quick turnaround
- *Strongly preferred*
 - Competency with graphic design (raster and vector graphics) and coding in HTML/CSS
 - Prior experience coordinating or contributing to the digital communications and social media presence of a group or organization

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to lift and carry 20 pounds on occasion. The employee must frequently reach, handle, feel, speak, and hear. Vision requirements include near acuity, far acuity, color vision, and depth perception.

Core Competencies

- **Attention to detail:** Consistently attends to the many small pieces that must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address an issue; keeps the larger picture in mind while tending to the smallest of details
- **Technical expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency
- **Creativity and innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work
- **Interpersonal skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; practices direct communication
- **Time management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities
- **Written communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers message in a tone appropriate to the context
- **Mission ownership:** Demonstrates understanding and full support of the mission, vision, and values of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, and values