

# COMMUNITY MENNONITE CHURCH OF LANCASTER

## Office Coordinator Job Description

Reviewed and updated: December 2018, January 2021, November 2022,  
February 2023

### Primary responsibilities include:

- communication (online and paper)
  - greet/support weekday visitors and/or groups using the CMCL facilities
  - answer calls to main phone line
  - prepare weekly bulletins
  - manage email communications and email list management
  - post on social media as negotiated with pastors and program staff
  - support special programs
  - maintain annual membership directory
  - support design and branding of communications
- facilities administrative support
  - facility use scheduling
  - maintenance and repair coordination
  - custodial and service liaison
  - parking rental administration
- technology support
  - support computer use for pastoral and other staff
  - maintain church web site (WordPress or similar)
  - A/V equipment support and maintenance
  - Phone system support for other staff
- receptionist and secretarial support to pastoral staff
- support for church's bookkeeping services
- other duties as assigned

### Qualifications/Experience

- Commitment to the vision and mission of the congregation.
- Good communication skills, both written and oral.
- Ability to collaborate and work with other staff, volunteers, and committees.

- Awareness and respect for matters of confidentiality.
- Computer proficiency with Microsoft Office, database usage, social media, email and online calendar platforms, iMovie/video capture
- facility with online services like SurveyMonkey, Doodle, Zoom, MailChimp, YouTube, social media platforms
- Ability to maintain a WordPress-based web site
- Ability to provide limited technology support to pastoral staff
- Bachelor's degree or equivalent preferred

This position requires someone who is self-directed, can work with minimal supervision, can work for and with multiple clergy and lay leaders, and can balance multiple time and deadline demands. Previous experience in a similar position desirable.

**Employment details:**

Work location: 328-332 West Orange Street, Lancaster, PA (job responsibilities require work at the church location)

Hours: 5 hours per day, 5 days per week (M-F) (.625 FTE/25 hours weekly).

**About CMCL**

CMCL (<https://communitymennonite.org>) is a progressive, welcoming congregation in the city of Lancaster, PA, with weekly attendance of approximately 200. The church interacts with the local city community by hosting a before-school program for neighborhood children (MOOS), hosting art gallery events on Lancaster's First Fridays, and participating with other churches to provide services to residents. CMCL's facilities are heavily used by other community organizations throughout the week.