

**St. Michael Lutheran Church**  
**Job Description**  
**Office Assistant/  
Communications Coordinator**

**Purpose**

The purpose of the office assistant/communications coordinator is to lead and oversee external communications and assist the office manager with other administrative duties.

**Job Description**

Hours: Half time to Three quarters time, non-exempt.

Supervision: Reports to the Office Manager.

**Responsibilities:**

1. Create the weekly announcement handout.
2. Oversee weekly announcement slides.
3. Manage phone, mail, email and other general communications.
4. Manage social media accounts.
5. Produce the monthly newsletter.
6. Oversee the church website.
7. Oversee the creation of images and videos for sermons, sermon series, events and ministries.
8. Attend Staff Meetings as scheduled.
9. Assist the Office Manager as able and needed.
10. Other duties upon mutual agreement with the Lead Pastor.