**Grace Lutheran Church**

**Job Description**

**Title:** Parish Administrator (20 hours/week)

**Overview**

The Parish Administrator supports the ministry of Grace Lutheran Church, its Pastor, Church Council, its Committees, Teams and members. S/he supports all administrative and infrastructure functions within the congregation. The Parish Administrator:

* Thrives on the idea of service and the "call" to respond to human needs;
* Works in a spirit of mutual cooperation and collaboration with other staff, Congregation members, and the community - in the widest sense of that word;
* Supports the mission, goals, and programs of the Congregation; and
* Is comfortable with and lives the values that underlie the Christian church, respecting and implementing the practices endorsed by the Evangelical Lutheran Church in America; and
* Reports to the Pastor, who is accountable to the Church Council.

**Description**

The Parish Administrator manages time well, prioritizes tasks, and problem-solves effectively. S/he demonstrates excellent people skills, has a gift for hospitality, maintains strict confidentiality, and communicates professionally in person, in writing, and by telephone. S/he is proficient in the use and application of Microsoft Word, Excel, and Publisher, Church Windows, the design and development of databases, the maintenance and control of Email and Email lists, and the skills to access and creatively use social media (Facebook, Twitter, etc.), calendaring software, and the possibilities of the Internet. The latter includes accessing and developing knowledge about web sites of the wider church and its resources. Projects are completed satisfactorily, in a timely manner and well communicated. The Parish Administrator requires minimal supervision and direction.

**Duties and Responsibilities**

* Answers phones and directs callers, takes messages, responds to Emails and answers procedural questions. Screens, greets, and directs visitors.
* Prepares materials for meetings and worship.
* Maintains records and filing systems, including church records software. Keeps the church directory current; prepares reports for the Synod; maintains specialized email distribution and contact lists including community leaders, services, and the media.
* Processes correspondence and purchase orders. Composes routine and specialized correspondence and documents from notes, verbal instructions, text and e-mail.
* Manages supplies, equipment, and maintenance services, in an efficient and cost-effective manner and supports the Congregation in adhering to the budget.
* Manages the Congregation’s online presence including Facebook, the website, and posting events to online sites.
* In all aspects, promotes a collaborative and harmonious work environment.
* Takes on additional, special projects or tasks that support the Pastor and Church Council in completing their work.
* Plays a leading or coordinating role in examining, encouraging and implementing administrative aspects of partnerships and relationships with other organizations and churches as needed.

**Qualifications:**

Someone who values a multi-cultural context characterized by deep engagement in serving the needs and aspirations of the "least of these". Minimum of two years of college, supplemented by course work in applying technology and social media tools to accomplishing administrative tasks and necessary communications. Strong background in similar work settings, with a minimum of 3 years of related experience.