

Ballard First Lutheran Church

Job Description

Parish Administrator

Position Status

Non-exempt, hourly; 20 hours/week

Schedule

5-hour shifts, Tuesday-Friday

Compensation

\$24/hour; health insurance stipend available

Key responsibilities

Office management:

- Monitor and manage voicemail, office email, postal mail
- Provide administrative assistance to the pastors
- Greet people visiting the office, field their questions and/or direct them to appropriate staff
- Monitor and order office supplies
- Manage administrative and building calendars
- Publish weekly email newsletter, monthly newsletter
- Execute periodic web updates and manage the church's social media presence
- Maintain digital and hard copy files including recording of marriages, baptisms, funerals, new members, current membership information, other congregational documents
- Create and prepare weekly worship bulletin
- Acts as liaison with Treasurer and serves as a check signer

Facility management:

- Manage service vendors and equipment leases
- Maintain information related to insurance coverages
- Schedule non-parish activities in the building (Alcoholics Anonymous, Boy Scouts, Girl Scouts, musical concerts)
- Oversee the work of the caretaker
- Manage the services of the cleaning company
- Provide support for the monthly Sunday Dinner
- Provide support for funerals, weddings, baptisms and other special liturgies

Skills and Qualifications:

- Knowledge of and familiarity with congregational life
- Ability to maintain confidentiality in all matters
- Proficient with office and communication technology including Mac and PC platforms
- Proficient in oral and written communication
- Ability to relate to a variety of people
- Flexibility, problem-solving skills and sense of humor
- Three to five years office management experience, working with the public desired

To apply, email a cover letter, resume and contact information for two references to office@bflcs.org.