



3 Kirkpatrick Street  
New Brunswick, NJ 08901  
(732) 545-2673

## Church Administrator Job Description

**Position:** Part-Time (20 Hours per Week)

**Reports To:** Pastor

**Status:** Hourly, at-will, annually renewable

### Position Summary

The Church Administrator serves as the administrative hub of Emanuel Lutheran Church, ensuring the effective day-to-day operation of the church office while advancing the congregation's mission through excellent organization, communication, hospitality, and ministry support. Working closely with the Pastor, Church Council, ministry leaders, volunteers, and community partners, the Church Administrator coordinates office operations, congregational communications, worship preparation, membership records, facility scheduling, and administrative support with professionalism, initiative, and confidentiality.

### Essential Responsibilities

- Office Administration
- Congregational Communications
- Worship & Ministry Support
- Membership, Records & Facilities
- Collaboration & Ministry Support

### Qualifications

- Three or more years of administrative experience preferred.
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and collaboratively.
- Proficiency with Microsoft Office, Google Workspace, presentation software, email, and church management software.
- Experience with websites, social media, and nonprofit or church administration preferred.
- Demonstrated discretion in handling confidential information.

### Core Competencies

Christian hospitality; professionalism; initiative; confidentiality; communication; organization; adaptability; technology proficiency; teamwork; sound judgment.