



TRINITY  
Lutheran Church

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## CHURCH ADMINISTRATOR

Part-Time | 25 Hours per Week | Salaried Position

### POSITION SUMMARY

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Trinity Lutheran Church (TLC) is seeking a dedicated and organized Church Administrator to provide secretarial and administrative support to our congregation. This role is central to ensuring the mission and ministry of TLC are well-served through a full range of administrative, liaison, and special assignment responsibilities.

The Church Administrator is hired by the Congregation Council upon recommendation from the Personnel Committee and works under the supervision and guidance of the Pastor. The Administrator will partner with the Pastor to operate the administrative office, facilitate communications, and strengthen relationships with congregational members.

### KEY RESPONSIBILITIES

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- Serve as a welcoming, professional first point of contact for members and visitors—by phone and in person—representing the spirit and mission of TLC.
- Format and distribute worship bulletins, weekly email updates, and newsletters; coordinate with volunteers to prepare these materials.
- Maintain membership records, congregation calendar, and correspondence; prepare reports for office staff, Council, and congregation members.
- Manage general office operations: receive and distribute mail, maintain files, ensure office supplies are stocked, and schedule regular equipment maintenance.
- Liaise with Council, volunteers, and the Property Chair to coordinate minor maintenance needs.
- Handle confidential church and member information with the utmost discretion and professionalism, in accordance with TLC policy.
- Order flowers and special arrangements for seasons and holidays as directed.
- Attend staff meetings and perform additional duties as assigned by the Pastor and/or Council.

### QUALIFICATIONS

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- Demonstrated experience in general office administration with strong computer proficiency in Microsoft Office Suite and Google Suite.
- Excellent command of English grammar, punctuation, spelling, and arithmetic.
- Conversational Spanish language skills preferred.
- Knowledge of current office practices, procedures, and equipment.
- Strong interpersonal skills with the ability to work respectfully and professionally with diverse personnel and the public.
- Ability to manage multiple tasks, prioritize effectively, and work independently with minimal supervision.

## COMPENSATION & BENEFITS

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### Salary & Hours

This is a part-time salaried position at 25 hours per week. The starting compensation range is \$20.00 – \$22.00 per hour, commensurate with experience.

### Paid Vacation

Vacation benefits are calculated on the employee's anniversary date of hiring:

- 1st – 5th Year of Service: 2 weeks vacation + 2 sick days
- 5th – 9th Year of Service: 3 weeks vacation + 2 sick days
- 10 or more Years of Service: 4 weeks vacation + 2 sick days

Upon termination of employment, any earned vacation benefits will be paid through the last day of work.

## WORK ENVIRONMENT

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Work is performed in a church office environment and may involve occasional walking, standing, bending, and lifting items such as files, small boxes, and books.

### About Trinity Lutheran Church

We are an inclusive, welcoming congregation that embraces all people regardless of race, ethnicity, culture, sexual orientation, gender identity, gender expression, relationship status, immigration status, socioeconomic background, physical or mental health, or prior church experience. Our unity is found in the love of the Trinity — Father, Son, and Holy Spirit.

Working at TLC means joining a warm community of faith where everyone is truly welcome. Our church administrator plays a vital role in reflecting this spirit of openness and hospitality to every person who walks through our doors.

## HOW TO APPLY

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Interested candidates are encouraged to submit a resume and cover letter to the Personnel Committee through the church office. We look forward to hearing from qualified individuals who share our commitment to faith, community, and service.