

Trinity Evangelical Lutheran Church
132 E. Main St., Mechanicsburg, PA 17055

Position Title: Parish Administrator

Scope: Part-time

Reports to: Pastor

FSLA: Salaried exempt

Summary: The Parish Administrator is responsible for general management of the church office, office operations, and is directly accountable to the pastor. The Parish Administrator routinely works with the pastor and other staff to ensure that the ministries of the congregation run smoothly. This position provides primary support services to the pastor and secondary services to the council and committees. This position also provides direct support to outreach-related ministries. All duties are to be completed in accordance with church policies and procedures, where applicable, and in adherence to the church's Christ-centered mission.

Essential Functions

- General office administration duties such as, but not limited to, answering the telephone; responding to emails; processing mail; attending staff meetings; assisting other employees, council and committee chairpersons; ordering office supplies; and ensuring proper care and maintenance of all office equipment.
- Overseeing Outreach-Related Ministry by coordinating outreach opportunities with local churches and organizations and providing direct administration support to Bridging the Gap, and Social and Outreach Ministries.
- Managing and distributing communications (reports, bulletins, newsletters, calendars, meeting agendas, notes, and readings) to congregational members, council and committee members, lectors, and other church employees.
- Maintaining church presence through social media and the church website.
- All other related duties as assigned.

Required Qualifications

- Ability to prioritize and maintain organization while being adaptable
- Welcoming and professional communication skills
- Possess or attain proficiency in computer technology, including but not limited to, Email, Word, Excel, Publisher, Video Editing, MailChimp, DropBox, Google Suite, YouTube and OneDrive
- Strong interpersonal skills and ability to work with volunteers and professional staff
- Must be able to maintain a high level of confidentiality
- Dedication to our congregation and community as a moral and upstanding representative of the church
- 20 hour work week over three to four days
- Passing church-required security and child protection clearances

Preferred Qualifications

- Associate's degree in business, office management or related field or equivalent experience
- 2 years' office or administrative experience
- Working knowledge of Church Windows software

Benefits

- Two weeks paid vacation per year
- Ability to set your own schedule with approval by pastor