

Bethany Lutheran Church

7968 Finch Road NE

Bainbridge Island, WA 98110



Job Opportunity: Church Administrator

Description: Bethany Lutheran Church is seeking an on-site, part-time church administrator. This responsible and detail-oriented person will support the administrative needs of the Pastor, fellow staff members, and the Church Congregational Council members. Bethany belongs to the Evangelical Lutheran Church in America, the largest Lutheran church in the nation. The administrator will provide services in accordance with Bethany and ELCA policies and procedures.

Primary Responsibilities:

- Preparation and production of weekly bulletin and announcements, seasonal newsletters, and annual report.
 - Work with bookkeeper and treasurer to support financial operations, including income, expenses and payroll.
 - Serve as in-person and telephone receptionist.
 - Receipt and processing of mail.
 - Manage and maintain church calendar. Assist pastor in maintaining their calendar.
 - Procure office supplies. Maintain office equipment and arrange for repairs as needed.
 - Work with volunteer IT to maintain and upgrade staff computers.
 - Prepare monthly church council meeting materials.
 - Maintain database, membership records and office files including personnel.
 - Assist outside vendors and support Buildings and Grounds team with maintenance and repairs.
 - Support volunteers and church programs. Schedule and manage worship assistant volunteers.
 - Communicate and collaborate with pastor, music director, preschool director and council on a regular basis.
-

Desired Qualification:

- Bachelor's degree.
 - Ability to deal effectively and tactfully with a wide variety of individuals in person, over the phone and in emails.
 - Strong organizational and communication skills.
 - Excellent attention to detail and accuracy, an ability to multitask and handle competing priorities.
 - Ability to collaborate in an effective, professional manner with church staff and volunteers.
 - Ability to maintain professional confidentiality regarding all sensitive financial and personal information.
 - Exhibit a high level of proficiency in MS Office Suite. Knowledge of database software a plus.
 - Previous administrative experience preferred; experience working with churches or non-profits a plus.
-

Job Specifications:

- Position will be open until filled.
 - Position works closely with Bethany's Church Pastor, Music Director, Preschool Director and Bookkeeper.
 - Position is part-time, averaging 24 hours a week.
 - Weekly Schedule is Monday to Thursday, 9:00am – 3:00pm.
 - Wage for this position starts at \$25-\$30 per hour, DOE.
-

Applications: Submit a resume and cover letter along with contact information to Debbie Rimkus at info@bethanyofbainbridge.org.