

Parish Administrator  
Good Shepherd Lutheran Church  
Job Posting  
January 1, 2023

The Parish Administrator's role is to support all the office and administrative tasks associated with GSLC's ministry. The Parish Administrator of Good Shepherd Lutheran Church is a valued member of an eight person staff team and works together with others to support and live out our mission statement. We are committed to being a welcoming and inclusive church. We encourage interested candidates to read our mission statement and welcome statement on our website - [www.goodshepherdcares.org/about/](http://www.goodshepherdcares.org/about/) - to learn about who we are.

The Parish Administrator reports to the Senior Pastor. This is a 35-hour/week position, although we can offer flexibility on the number of hours for the ideal applicant. While some parts of this job may be conducted remotely, it will primarily require one to be present at the church building.

General duties of the Parish Administrator will include, but are not limited to:

- Be a warm and welcoming presence to all who enter the church doors
- Manage all church correspondence and serve as a point of contact for the administrative needs of the congregation
- Manage all church communications, including weekly worship bulletins, weekly e-newsletters, monthly e-newsletters, and the GSLC website
- Manage the annual office budget and oversee all office equipment usage and office purchasing
- Supervise regular office volunteers

**Qualifications**

- Ability to relate to and connect with a wide variety of people and represent the mission of GSLC well
- Excellent communication and organization skills
- Demonstrate ability to organize and prioritize multiple tasks while delivering high quality work in a timely manner
- Proficient with Microsoft Office and Microsoft Teams
- Knowledge of or willingness to learn WordPress, Canva, Robly (similar to Constant Contact or Mailchimp) and Quickbooks is a benefit

Interested candidates can apply by sending a resume and cover letter to:  
[GSLCParish@gmail.com](mailto:GSLCParish@gmail.com)