

## **Parish Administrator**

The Parish Administrator (PA) will conduct the business of the church in a professional manner, often being the first person the general public will meet and the one they interact with the most. They will, in consultation with the Pastor and The Leadership Team, be the person in charge of the staff on a daily basis. They will work with the tenants of the building not only in terms of their day to day use but will be the point person for projects taking place in the building. The PA will handle the scheduling of the building, making sure that the renters and/or tenants have access to the building and will receive the payment for the use of the building.

The PA conducts the business of the Parish Office and will have strong organizational skills, work in an efficient manner, seek collaboration with other staff, and have experience in office management and supervision of support staff. We are seeking a PA who is a clear communicator, a quick learner, capable of balancing and prioritizing competing interests and demands, and able to work on site and, if needed, remotely.

### **Principal duties include:**

- Schedule building use and manage the Church's calendar using Google Calendar
- Maintain Parish Membership Records and Giving/Donations Database
- Track, record and report all data pertaining to the church (Baptisms, Weddings, Funerals, Confirmations, transfer in/out, etc.)
- Manage building rentals and maintain relations with tenants (Peace Christian PreSchool, Oshkosh Area School District, HeadStart and Boys & Girls Club). Be the point person between renters/tenants and Peace Lutheran Church.
- Oversee work of the staff and volunteers. Consult with the senior pastor, executive team or mutual ministry team as needed. Find office volunteers as needed.
- Assure appropriate maintenance of office equipment and order supplies as needed
- Report to and provide administrative support to the pastor(s).
- Manage the day to day financial activity for the church and ministries as requested.
- Support the work of the church staff as needed.
- Provide a welcoming environment for all who use the facility during office hours
- Other duties as assigned by the pastor(s) or the leadership team

## **Required Skills**

- Internet proficiency (examples: social media, e-commerce, web research)
- Working knowledge of programs such as MailChimp, Google Suite, Zoom, Microsoft Office
- Knowledge of or willingness to learn ICON CMO or other membership database programs
- An attitude of welcoming to all and willingness to listen to others
- Basic math and problem solving ability
- Working knowledge of financial systems and basic accounting practices
- Excellent people skills and the ability to communicate effectively in a variety of settings and scenarios.

## **Desirable**

- Ability to design and create publishable materials both for social media and print form.
- Knowledge of the Evangelical Lutheran Church of America in its beliefs and as an organization
  - Knowledge of church culture and non-profit organizations preferred
- Knowledge of how to make a fantastic bread pudding
- Experience in accounting or related fields

## **Qualifications**

- A high school diploma or the equivalent
  - An associate's degree or higher is desirable
- minimum 2 years experience working in an office setting or equivalent
  - experience working as an office manager or administrator is desirable

## **Hours and Benefits**

28-32 hours a week, Monday through Friday - exact hours negotiable

Competitive hourly rate based on experience (minimum \$15 dollars an hour)

30 PTO hours after the first full year of employment. Paid holidays (as defined by the church).

This is an on-site position.

Questions, please email [office@peaceoshkosh.org](mailto:office@peaceoshkosh.org) or call 920-231-4730 and ask for Kim