

Part-Time Church Administrator

Trinity Lutheran Church is looking for a dynamic and self-motivated Church Administrator with strong people skills to assist in the day-to-day management of church. The Candidate will be working with the Pastor, Church Council and various committees. The Candidate must be able to work with minimum supervision.

Overview:

The Church Administrator plays an important role in the day to day operations of the church and overseeing the various groups that use our building. Your responsibilities will include preparing various communications for the congregation, ensuring worship supplies are maintained, arranging volunteers, maintaining the records of the church, bookkeeping, scheduling room rentals, along with other general office duties.

We encourage you to apply if you have the majority of the following requirements:

Education and Experience:

- Efficient organization and time management skills with the ability to plan, organize and prioritize work to deal with multiple deadlines.
- Excellent computer skills including Word and Excel
- Bookkeeping experience, including use of Quickbooks on-line
- Basic knowledge of Wordpress
- Excellent communications skills both written and verbal
- 5 years experience in an office environment

Job Type: Part-time - 20 hours per week, Monday to Friday

Salary Range: (\$21-\$23 per hour based on experience)

Apply by April 12, 2024

Trinity Lutheran Church

trinitylondonca@yahoo.com

We thank all applicants for their interest, however, only those selected for the interview process will be contacted.