



## FIRST LUTHERAN CHURCH

### Parish Coordinator

**ABOUT US:** The mission of First Lutheran Church is “making disciples of Jesus Christ for the transformation of the world.” Our congregation is part of the Evangelical Lutheran Church in America.

**REPORTS TO:** Lead Pastor

**STATUS:** Full-time (32-35 hours)

#### JOB SUMMARY

The Parish Coordinator manages the church office, is responsible for the day-to-day administrative needs of the church, and collaborates with program staff to support and grow the ministries of First Lutheran Church. This position requires communication and hospitality skills via phone and email. The Parish Coordinator works closely with clergy and must be able to work well with staff, volunteers, parishioners, and visitors.

#### SCOPE OF RESPONSIBILITIES

- **Information Management:** Maintains the church member database, mailing lists, and church calendar. Serves as the information hub for congregation and community. Responds to phone, email, and in-person inquiries and requests during church office hours.
- **Office Management:** Oversees office systems and equipment. Orders supplies (office, cleaning, worship, etc.). Manages licensing and compliance paperwork. Schedules rooms and meetings. Coordinates office volunteers. Coordinates daily building opening and closing.
- **Communication Support:** Produces bulletins, monthly council packets, congregation annual report, and other church mailings.
- **Ministry Support:** Works collaboratively with FLC and childcare center staff. Facilitates staff communication. Provides needed staff support for programming events. Assists with volunteer coordination. Gives direction to contracted janitorial staff.

## QUALIFICATIONS

- High school diploma or equivalent. Some college preferred.
- Minimum of two years working in an office environment.
- Basic computer and clerical skills, including experience with word processing and databases. Proficiency in using Microsoft Office preferred.
- Willingness to learn additional systems and platforms that may not be familiar.
- Strong customer service skills and experience.
- Ability to convey positive image, build positive relationships with others, and maintain confidentiality.
- Strong verbal and written communication skills.
- Ability to communicate professionally and tactfully with staff, congregation members, and the public and to display sensitivity and compassion.
- Ability to work with diverse groups of people.
- Excellent organizational skills and ability to manage multiple concurrent tasks/projects.
- Familiarity with the Evangelical Lutheran Church in America is desirable, but not required.

## PHYSICAL REQUIREMENTS

- Sitting for extended periods of time, light lifting.
- Must be able to talk, hear, and communicate clearly.

HOURLY WAGE: \$16-\$19 depending on experience

- This position offers health insurance benefits, paid vacation, and paid sick leave.

## APPLICATION PROCESS

Applicants should submit a cover letter, resume, and First Lutheran Church employment application to Erin Heidelberger, Lead Pastor, at the church office or via email to [pastorerin@flclincoln.org](mailto:pastorerin@flclincoln.org).

Position open until filled.