Lake Nokomis Lutheran Church
Enough for everyone

## Administrative Coordinator (Part-Time)

**Position Summary**: The Administrative Coordinator serves as the central support and coordinating role for Lake Nokomis Lutheran Church. This position provides administrative and communications support to pastors, staff, volunteers, and congregation members while maintaining an organized and welcoming office environment. Reporting to the Senior Pastor, the Administrative Coordinator acts as the primary point of contact for visitors and general inquiries, manages shared calendars and church resources, maintains the congregation database, and prepares materials for worship and church events.

**Key Responsibilities**:

● Office Management/Admin

- Serve as the on-site front desk support, greeting visitors and managing phones and general email inquiries.
- Manage the shared church calendar, including room scheduling for staff, volunteers, and church events.
- Maintain the church database, ensuring accurate, up-to-date records and confidentiality.
- Coordinate volunteer outreach and scheduling for church functions.
- Maintain an organized, clean office and filing system for church records.
- Participate in weekly Tuesday morning staff meetings and provide additional administrative support as needs arise.

● Communications/Worship Support

- Partner with Communications Director to coordinate congregational communications.
- Assist with development, creation, and distribution of weekly worship bulletin and any special service materials - support content collection, final proofing, and own final printing of materials.
- Support content collection for website/social media updates and weekly newsletters, partner with Communications Director to distribute/publish.
- Coordinate with Communications Director and volunteers to ensure events are documented - collect content to be used in future communications (recaps, quotes, pictures, etc.)

**Qualifications and Skills**:

- Commitment to mission and values of the church.
- Support and model a staff culture grounded in community, trust, and empathy.
- Experience supporting key contributors and coordinating communications across teams.
- Strong organizational skills with attention to detail and ability to multitask.
- Working knowledge of Google Suite. Willingness to train on Canva, database management, social media platforms, and website maintenance.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with complete confidentiality.
- Friendly, professional demeanor and strong interpersonal skills.
- Self-starter with ability to work independently and a collaborative team player.

**Compensation Expectations**: $25/hr - estimated 15/hrs per week
Benefits: Approximately 9 days of paid time off per year

**Submission**
To apply, please submit a cover letter and resume to **info@lakenokomis.org**

Lake Nokomis Lutheran encourages applications from people of color, indigenous people, persons with disabilities and LGBTQIA+ individuals.

**About Lake Nokomis Lutheran**:
We are called and transformed to create a world of abundance. We share a vision that there is "Enough for Everyone."

We're invested in the community, and are part of the larger Evangelical Lutheran Church in America (ELCA). As a Reconciling in Christ (RIC) congregation, our LGBTQIA+ siblings are welcomed into our shared journey. Beyond our walls, we're actively involved with efforts to address food insecurity, the lack of affordable housing, and ways to impact racial injustice. We share our building with two other congregations as part of an innovative building partnership called New Branches.

**Lake Nokomis Lutheran Church**
5011 31st Ave S
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