Job Title: Parish Coordinator

Edison Park Lutheran Church is seeking to hire a part-time Parish Coordinator. Hours are Monday through Friday, morning through early afternoon. This position handles routine administrative work, manages church communications, and functions as the receptionist. Interested candidates must be proficient with Microsoft Office (Word, Excel, PowerPoint and Publisher), social media, be detail oriented and highly organized, and maintain confidentiality when necessary. This person is the main point of contact for church members, vendors, community groups, etc. and must have a pleasant and upbeat personality. For more information about Edison Park Lutheran Church, visit our website: www.edisonparkchurch.com

Responsibilities:

- Responsible for routine administrative tasks, including answering the phone, ordering supplies, maintaining office equipment, receiving deliveries, preparing mailings, printing materials, developing and/or updating forms and other documents, maintaining church calendar and managing building usage, scheduling baptisms and weddings, and updating church record books.
- Manages church communications, including maintaining the website, social media posts, creating print announcements and flyers, sending weekly email blasts, special announcements, and monthly newsletter. Receives phone messages and updates inside and outside signs. Maintains church photo collection.
- Tracks memorial donations, prepares acknowledgement letters to donors, and informs families of donations received.
- Maintains membership database (Shepherd Staff), runs reports as needed. Updates church directory periodically.
- Schedules worship volunteers on a monthly basis and for special services. Creates and/or updates protocols for worship volunteer roles. Prepares bulletins, gift bags, and certificates for baptisms. Oversees church flower orders and places order with florist.
- Coordinates with ministry groups, staff, and church committees to prepare the annual report. Responsible for compiling and/or writing articles, collecting statistics and other information, proof reading, and printing the final report.
- Works with internal ministry groups and community groups on special events, which may include outreach events, collections of various items for charities, etc. Events could include toy or clothing drives, Lenten lunches, pancake breakfasts, concerts and other performances.
- Manages building usage by ministry and community groups. This includes maintaining the church calendar, scheduling meetings and special events, coordinating with community groups, and ensuring building use policies are being followed. Works with custodians to stay appraised of property issues. Relays information about building usage to appropriate staff members.
- Performs other duties as assigned.

Qualifications:

Must be able to work independently, set priorities, and exercise good judgement. Must be able to maintain confidentiality when necessary.

High school diploma or equivalent required. College degree preferred.

At least two years of administrative work in an office setting. Proficiency with Microsoft Office and social media required. Prior experience with website management, desktop publishing, email marketing programs (e.g., Constant Contact) a plus.

Physical Demands:

- Position requires sitting for long periods of time at a computer.
- Must have normal hearing and vision.
- Must be able to lift up to 15 lbs.
- Must be able to walk up and down stairs.

Reporting:

This position reports to the pastoral staff.

Please submit resumes to: Human Resources, c/o Deacon Carole Edwards, cedwards@edisonparkchurch.com