Office Coordinator Job Description

About Us: Karmel Covenant Church is an intergenerational rural church in Princeton, MN. We are a part of a wider denomination called the Evangelical Covenant Church, which is rooted in the Swedish pietist renewal movement of the 1800s. Since our founding in 1885, our local congregation has been "loving God, serving others, and making Jesus-followers."

Position Description: The office coordinator is the main communication hub for Karmel Covenant Church staff, volunteers, and members/attenders. Their role is to facilitate effective and consistent organization of Karmel's basic resources (people, spaces, and time) to help the church flourish in its ministries.

Reports To: Lead Pastor (on behalf of the Leadership Team)

Type of Position: Part Time: Up to 16 Hours per Week

Typical Work Schedule: In office Monday–Thursday from 8:00 AM–12:00 PM.

Essential Job Responsibilities

- Answer phone calls, emails, and visitor inquiries in a friendly and professional manner.
- Assist pastors and ministry leaders with administrative tasks.
- Maintain church calendars, schedules, and facility use reservations.
- Prepare weekly bulletins.
- Record Sunday service attendance and send weekly reports to staff.
- Manage prayer chain communications.
- Assist ministry leaders by managing greeter, usher, snow shoveling and Sunday children's ministry volunteer schedules.
- Order and maintain office supplies and ministry materials.
- Create the report for the Annual Meeting.
- Assist staff in maintaining the church database and other records (i.e., Amplify).
- Maintain Sunday service activity bins for children.
- Create and distribute weekly electronic newsletters.
- All other duties as assigned.

Qualifications:

- High school Diploma (or equivalent)
- Must maintain a growing, personal relationship with Jesus Christ, reflect his character in all interactions, and faithfully uphold and embrace the mission, values, and beliefs of Karmel Covenant Church and the Evangelical Covenant Church

- Must pass initial and ongoing background checks as a condition of employment

Preferred Qualities:

- Previous office, administrative, or customer service experience
- Proficiency with basic office technology and the ability to learn new systems
- Strong written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information
- Strong organizational skills and attention to detail
- Ability to work independently and manage multiple responsibilities
- Friendly, welcoming, and service-oriented attitude
- Ability to work respectfully with people of all ages

Compensation and Benefits:

- Wages: $17-19 per hour (depending on experience)
- Holidays: 7 Paid Holidays (4 paid hours/day) - Memorial Day, 4th of July (observed), Labor Day, Thanksgiving (2 Days), Christmas (2 Days). If New Year's Day falls on a weekday, this is an additional paid holiday

To Apply: Complete the online application at karmelcov.org/careers. Direct any questions to Pastor Jason Hovis (Pastor@Karmelcov.org).

Last Updated July 27, 2026