



Administrator

Grace Lutheran Church of Northeast Minneapolis

Reports to: Pastor
Status: Part-time, 16 hours per week
FLSA: Exempt

Summary

This position handles the day-to-day administrative activities relating to the effective operation of Grace Lutheran Church, serves as a first-line of contact for congregation members and the general public, oversees the financial program functions of the congregation, coordinates presenters and event space for summer camps, and provides administrative support to the pastor, church staff and volunteers. Learn more about Grace Lutheran Church at gracempls.org.

Essential Functions

Office management

- Greet, welcome, and appropriately respond to all people who enter the office
- Answer telephone, provide information, and route calls and emails
- Coordinate work of the office, including volunteers
- Maintain collaborative working relationship with Grace Center Director
- Purchase office supplies, worship supplies, and other supplies as budgeted and requested; maintain office equipment and arrange for service calls when needed

Secretarial

- File and maintain various minutes, reports, and correspondence
- Maintain records, including member directory, congregational and parochial reports, and the annual congregational report
- Prepare and submit reports for payroll service and Portico ELCA benefits
- Provides clerical and administrative support to the pastor and/or volunteers as needed
- Receives information and prepares weekly online newsletters and updates to GLC's website with input from pastor, church leaders, and committees within the congregation

Financial Administrative Support

- Maintain accurate records of all financial receipts of congregation
- Oversee and support volunteers who work with GLC financial information
- Submit bills to Treasurer for approval; confer with Treasurer regarding monthly financials and, upon Treasurer approval, processes bills and payroll semi-monthly
- Print and distribute financial reports for council on a monthly basis

Summer Camps



- Schedule presenters and event space at Grace Center
- Organize and coordinate a committee of congregation members and volunteers from the community to assist with planning and hosting the events

Qualifications and Experience

- Able to work cooperatively and enthusiastically with volunteer teams, including recruiting, training, delegating, and supervising
- Able to manage, prioritize, execute, and complete tasks
- Able to initiate and maintain partnerships within the church, Grace Center building, and neighborhood community
- Maintains confidentiality and a professional demeanor even under stress
- Comfort with or ability to quickly learn standard Microsoft Office software, Quickbooks financial software, WordPress, and other programs as necessary
- Knowledge of the Christian faith and Lutheran church, or is willing to learn
- Bookkeeping experience a plus

Expectations

- Hours are typically 10am to 2pm Monday through Thursday, with flexibility
- Occasional evening or weekend meetings
- Salary commensurate with experience

This position can be performed in conjunction with the Little Kitchen Food Shelf Administrator. Interested candidates are encouraged to apply for both.

Submit cover letter and resume to Pastor Emmy Kegler, emmy@gracenempls.org or mail to 1500 6th St NE, Minneapolis MN 55413.