

**PARISH ADMINISTRATOR – ST. LUKE’S LUTHERAN CHURCH:** We are seeking a personable and professional individual to assist the Pastor, the Board of Trustees, and the Church Staff in the implementation of the church visions and programs. **Primary Responsibilities:** Includes working with the Pastor and Staff to develop ministry strategies and programs, evaluate staffing for effectiveness, provide information to the communication team for publication to the website, eNews, and other outgoing communications to the public and congregation. This position participates in weekly staff meetings and acts as staff liaison at monthly Board of Trustees’ meetings. **Requirements:** Preferred degree in accounting, business administration, social science, or equivalent experience working with a nonprofit and/or collaborating and communicating with large groups. Strong written, verbal, organizational, and project management skills. Must have the ability to work with a variety of people while displaying tact, patience, courtesy, cooperation, and confidentiality. Background check is required for employment. This permanent exempt, part-time position is: **20 hours per week at \$25.52 per hour.**