

Lutheran Church of the Redeemer

1915 S. New Hope Road

Gastonia, NC 28054

704-865-6152

[redeemerchurch@bellsouth.net](mailto:redemerchurch@bellsouth.net)

Position Title: Office Administrator

Lutheran Church of the Redeemer, a church of the ELCA, seeks an office administrator. This is a part-time position, a minimum of 4 days per week, typically mornings, approximately 25 hours per week, with additional hours during seasons of the church year (Easter, Christmas). Training to begin Monday, May 5, with position to start Monday, June 2.

General Duties and Responsibilities:

- have the office open for the congregation and public at least four days per week
- assist the pastor and congregation with administrative tasks
- maintain effective communication with the congregation and staff
- greet visitors and respond to phone messages/emails in timely manner
- coordinate and distribute incoming and outgoing mail
- manage the church calendar of events
- ordering of office and worship supplies as needed
- maintain the parish register by recording membership, baptisms, funerals, etc.
- prepare weekly worship bulletins and monthly newsletters
- other duties as needed

Education/Experience

- minimum of high school diploma, higher a plus, experience preferred but not required

Qualifications:

- proficiency with Microsoft Office applications
- ability to work independently and manage interruptions
- strong organizational and administrative skills
- strong communication and interpersonal skills
- willingness to learn new software products and equipment
- ability to maintain confidentiality
- familiarity with Liturgical worship a plus

Benefits and Compensation:

- office administrator will be compensated at a rate of \$26,000 per year
- two weeks' vacation and major holidays

Candidate must be willing to submit to background check and drug test.

Email resumé to [redeemerchurch@bellsouth.net](mailto:redemerchurch@bellsouth.net).