

# Parish Administrator

## About Our Redeemer's Lutheran Church

We are a thriving community of faith welcoming all on the journey of life. We experience and celebrate the unconditional love of God as people of every race, ethnic background, social status, physical condition, sexual orientation, and gender identity. We have become a "Reconciling in Christ" congregation so that we may be shaped by the wide variety of gifts God's people bring to community. We seek to be a community in the model of the life of Christ for the life of the world through our commitment to compassion, transforming spirituality, community and justice for all.

## Primary Objective

The primary objective of your role is to proactively optimize all major church administrative and facility functions including, but not limited to, financial operations, administrative leadership, efficiency and workflow of the office, and facilities management, including building projects.

## Personal Characteristics

You are a strategic thinker characterized by taking initiative. You are also flexible, patient, calm and know how to prioritize tasks, understanding that Our Redeemer's is primarily a volunteer-driven organization.

Your awareness of the "big picture" allows you to see opportunities for improvement in procedures and projects, helping paid as well as volunteer staff work toward Our Redeemer's vision, objectives and goals. You are time aware, not time-anxious and can think ahead.

Above all you have a passion for God, social justice, community life, and feel called to use your gifts to serve God's church.

## Skills

- General accounting, management and facilities experience; experience in non-profit or church settings a plus.
- You possess excellent communication, organizational and social skills.
- You have mature judgment to work with a wide range of constituencies; discretion; and the ability to demonstrate leadership in a collaborative environment.
- You are able to maintain a warm, welcoming and helpful atmosphere for members and visitors to the office.

- You are able to sustain open lines of communication with neighbors.
- Proficiency with Microsoft Office and Macintosh products, with a strong emphasis on financial applications. Experience with Servant Keeper database software a plus.
- Expertise with calendaring and project management software like Microsoft Project, Outlook and / or Google Calendar a plus.
- Good negotiation and oversight skills for managing external contractors.

## Responsibilities

- You will be an integral part of the leadership team, reporting to the Lead Pastor and working closely with both pastors and the church council executive team.
- You will work with Our Redeemer's contract bookkeeper, manage payroll, and produce financial reports and projections.
- You will help drive Our Redeemer's Vision-Aligned Building projects, managing contractors and providing frequent progress reports to the church council.
- You will supervise the part-time office staff person, contract bookkeeper and contract custodians.
- You will oversee and manage the annual church calendar, including all events, activities, and tasks as determined by the pastoral team and church council.
- You will help recruit and retain volunteers in your areas of responsibility, on a project or program basis and maintain an active list of volunteers, their interests, and strengths so Our Redeemer's can draw upon them when needed.
- You will oversee facility rentals, building use, upkeep.

## Experience

We don't believe that experience can be measured solely in years. We prefer to look at the body and quality of the individual's work, as well as their passion and ability to learn and grow.

- You have experience supervising mid- and entry-level employees.
- Ideally you would have at least two years of proven project management experience.
- You have managed a complex calendar of projects, activities, tasks, and events and successfully seen these to completion.
- Team building and collaboration are a hallmark of this role so proven experience in working within a team and being a positive driving force is very important.
- Experience working with and managing volunteers.

## Requirements

- Have a valid driver's license and proof of insurability.
- Pass a Washington State Patrol background check.

**Responsible to:** Lead Pastor

Full-time salaried position.

(Please send resume and cover letter to: [administrator@ourredeemers.net](mailto:administrator@ourredeemers.net))