**Pilgrim Lutheran Church in Saint Paul, Minnesota**

1935 St. Clair Avenue St. Paul, MN 55105 [www.pilgrimstpaul.org](http://www.pilgrimstpaul.org)

**Position:** Office Coordinator

**Reports to:** Lead Pastor

**Job Status:** Non-Exempt

**Job Time Commitment:** Part-time (18 hours/week)

**Position:** Office Coordinator

**Position Overview:** This position supports Pilgrim Lutheran Church in worship ministry, office and receptions services, and staff activity.

**Principal Duties and Responsibilities:**

* Prepare, edit, and produce weekly worship bulletins for morning and evening worship services, and for occasional funeral services
* Administrative assistant to Lead Pastor, and occasionally other staff
* Act as the front office staff receptionist, answer and direct phone calls, and manage emails
* Recruit, equip, schedule, and support congregational lay leaders to be involved in the worship ministry of Pilgrim, and engage lay leaders for general office assistance
* Provide staff with technical support or assist in arranging technical support, coordinating with Business Manager
* Purchase office, building, and worship supplies. Maintain vendor relations
* Copying, mailing, and filing
* Manage interior meeting rooms/times and schedules; manage exterior signboard; manage building keys
* Manage copyright licenses for worship and music
* Prepare new member information packets and files
* Organize and maintain church calendar
* Coordinate and support occasional events

**Essential Skills & Abilities:**

* Proficient in MS Office 365, including Teams and SharePoint, and the use of standard office tools (copy machine, etc.)
* Proficient or the ability to become proficient in church database tools
* Effective and adaptable communication skills (verbal, written and digital)
* Ability to prioritize, multi-task, manage projects, and the day-to-day workstream and meet deadlines
* Ability to work independently and also work productively in a team environment to achieve shared goals
* Strong interpersonal skills
* Resource problem solver
* Exceptional attention to detail

**Preferred Qualifications, Skills, & Abilities:**

* Bachelor’s degree
* Experience working in a faith community
* Creative and adaptable technical skills
* Basic understanding of HTML and WIX Website Editor
* Database experience

**About Pilgrim Lutheran** — Pilgrim Lutheran Church is an inclusive Christian worshiping community that seeks, nurtures, and empowers hungry minds and souls to live generously in response to God’s love. Pilgrim is a vibrant congregation of over 450 members, located in the Macalester-Groveland neighborhood of St. Paul, between Macalester College, the University of St. Thomas, and St Catherine University. Pilgrim is an ELCA congregation, a Reconciling in Christ congregation, and a Caring for Creation Congregation. On Sundays, we have creative traditional morning worship and contemplative evening worship. Our congregation includes people of all ages and is deeply committed to the shared ministry of all of God’s people, in the Pilgrim community and beyond.

Please send resume to cathysalin@pilgrimstpaul.org