



Camano Lutheran Church
850 Heichel Rd
Camano Island, WA 98282
Phone: (360) 629-4592

Parish Administrator

Job Summary

The Parish Administrator plays a vital role in ensuring the smooth operation of Camano Lutheran Church. This position requires a highly organized and detail-oriented individual who can handle multiple tasks efficiently. The Parish Administrator will work closely with church, childcare, and preschool staff to support various administrative functions essential for Camano Lutheran's operations.

Responsibilities

- Handle general office duties such as answering phone calls, responding to inquiries, managing electronic correspondence, and keeping the office clean.
- Develop content and distribute communications, including (but not limited to):
 - Dove Newsletter
 - Church Service Bulletins
 - Church Mailings
 - Funeral Bulletins
 - Annual Reports
- Manage the use of Camano Lutheran spaces. This includes (but not limited to):
 - Manage calendar for all of Camano Lutheran facilities/areas
 - Meet with users to tour facility, review contract, and schedule events
 - User Agreements (yearly and individual use) and deposit collections
 - Communication
- Maintain adequate stock and order appropriately, including (but not limited to):
 - Office Supplies
 - Cleaning Supplies
 - Communion Supplies
 - Monthly Devotionals

- Social Media and Internet Content Management

Maintain the Camano Lutheran website using consistent, informative, and engaging content.

Create engaging and relevant social media content (Facebook, etc.) to promote Camano Lutheran's events.

- Marketing

Assist in the development and execution of digital and traditional marketing channels (Stanwood-Camano News, banners, Facebook, etc).

- Maintain accurate records, files, and databases related to the following (but not limited to):.

Congregational Address Book

Baptisms

Confirmations

Members (New, Transfers, etc)

Worship Attendance Cards

Council and Ministry Team Minutes

- Perform other duties as assigned by the Church Council or Pastor to support Camano Lutheran's mission and objectives.

Qualifications

- Proven experience as an administrative assistant or in a similar role.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse people and organizations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- Experience with Church 360 is encouraged but not required
- Experience with WIX for updating web content is encourage but not required.
- Ability to prioritize tasks and work independently with minimal supervision.
- Passion for helping others and a genuine interest in supporting Camano Lutheran's mission.
- High School diploma or equivalent.

Classification

This role is considered as Non-Exempt and Regular, Part-Time