

TRINITY LUTHERAN CHURCH & SCHOOLS

Church Administrator Job Posting

1.0 FTE

Overview

Trinity Lutheran Church & Schools is looking for a collaborative and goal-oriented Christian with a strong sense of calling to serve as our Church Administrator. This is a full-time, senior staff level position that reports to the pastor and is directly responsible for managing operational staff, finances, facilities, and properties. The ideal candidate will have strong human resources experience directing, guiding, and empowering others. This position works directly with staff, the council, the congregation, and ministry leaders, and serves as a liaison with legal and financial counselors, school directors, the volunteer facilities team, the Lynnwood Neighborhood Center, and other committees as necessary. This position ensures that the church meets the needs of the congregation and the community at large.

Responsibilities

- Manage and nurture staff that serve as part of the operations team, bringing leadership, guidance, and accountability.
- Complete annual reviews of employee benefits, performance evaluations, and collaborative assessments of position descriptions.
- Use project management skills to identify and set goals for the church, in cooperation with the council and pastor.
- Develop and manage a budget for the church's operational needs.
- Work with contractors, architects, subcontractors, and other vendors on buildings/grounds projects.
- Serve as a liaison with various governmental agencies.

Requirements

- A minimum of a bachelor's degree in a business-related field or equivalent professional experience.
- At least three years' experience managing people, facilities, and properties.
- Strong communication and negotiation skills.
- Experience in a church ministry setting preferred.
- Ability to make decisions and hold others accountable.
- Adept at using benchmarks and timelines to move projects forward.
- An advocate for Christian ministry with an openness to other faith communities.
- A commitment to the mission and core values of Trinity Lutheran Church.

Compensation

- Full medical/dental
- Retirement contributions
- Paid time off and holidays
- Salary range \$60k-\$70k, DOE

To apply, send or email a cover letter and resume by March 22, 2019 to

Pastor Hector Garfias-Toledo

Trinity Lutheran Church

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Lynnwood, WA 98036

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