

**Christ Lutheran Church**  
3384 Island Road Wantagh, NY 11793  
516.221.3286 church@clcwantagh.org

### **Parish Administrator (Part-Time)**

**Christ Lutheran Church** in Wantagh, NY is seeking a friendly, organized, and service-oriented **Parish Administrator** to support daily church operations and provide a welcoming presence for members and visitors. This role reports to the Pastor and works collaboratively with church staff and volunteers.

#### **Schedule:**

Part-time, **25 hours per week**

Monday–Friday, **10:00 a.m. – 3:00 p.m.** (some flexibility during school vacations and summer)

#### **Key Responsibilities**

- Maintain church calendar and membership database
- Prepare directories, mailing labels, and office correspondence
- Assist with worship bulletins, newsletters, and church communications
- Create flyers and promotional materials
- Support logistics for weddings, funerals, baptisms, and special services
- Coordinate office equipment maintenance and vendor services
- Serve as a welcoming first point of contact for visitors and inquiries

#### **Qualifications**

- Strong organizational, communication, and interpersonal skills
- Proficiency with **Microsoft Word, Excel, Google Workspace**, and social media
- Experience with website updates and church management software a plus
- Prior administrative experience preferred; faith-based or nonprofit experience helpful

#### **Compensation**

**\$22–\$27 per hour**, based on experience.

#### **To Apply**

Send inquiries or resumes to:

**Kirsten Duprez**

Chair, Personnel Committee

church@clcwantagh.org