

PARISH ADMINISTRATOR
First Lutheran Church of Throggs Neck

Duties and Responsibilities

The Parish Administrator is the first point of contact for individuals and groups needing to reach the church. The role of the Parish Administrator includes, but is not limited to:

Administrative Duties

- maintaining an accurate list of members;
- preparing correspondence for the Pastor's review/signature;
- maintaining/updating monthly church usage calendars to include church events, group meetings, and hall rentals;
- providing support to the Property Committee, including reporting building issues;
- in collaboration with the Pastor, preparing and sending the weekly electronic newsletter;
- posting newsletters and bulletins on social media; and
- ensuring coverage for church events.

Clerical Duties

- directing all incoming calls, emails, messages, and requests;
- preparing, printing, and posting Sunday and other worship bulletins;
- creating offering envelopes;
- ordering office supplies and necessary items;
- ordering sanctuary flowers;
- maintaining a current vendor list;
- maintaining a filing system for all church documents; and
- scanning and maintaining electronic copies of paper documents in the cloud.

\$25/hour

15-20 hours/week

hybrid schedule available