

Emanuel Lutheran Church
197 Manville Road
Pleasantville, NY

Position Overview: Office Administrator for Emanuel Lutheran Church

Key administrative and operational support for Emanuel Lutheran Church. This person is critical to keeping Emanuel running smoothly. The position is great for someone who likes to handle a wide variety of responsibilities, can work independently, and has sound judgment. Key areas of responsibility include being the face and voice of the church for visitors and callers, preparing worship materials, scheduling events, working with volunteers, and supporting the Pastor and music director.

Skills required: Competence with Word, PowerPoint, and Excel. Familiarity with member database systems. Familiarity with scheduling systems and document preparation/distribution. Light writing and strong editing skills are required. Ability to maintain confidentiality and high levels of discretion. Experience working with a wide variety of people; regular interaction required with staff (Pastor, Music directors, Nursery school director), contract workers (janitorial staff), volunteers handling both regular and occasional tasks, members, and the community at large.

Desirable skills: Financial reporting and payroll systems and social media skills. The person in this role needs to work primarily on-site in the convenient Pleasantville location. Some remote work is possible, with advanced coordination, but the expectation is that most work hours would be in the office.

Hours per week: 20 at \$23-25 per hour, with some flexible scheduling options to be discussed. For questions or further inquiries, send an email to emanuelelc197@gmail.com to the attention of Rev. Kevin O'Hara.

Our Welcome Statement:

At Emanuel Lutheran Church, we intentionally welcome all people seeking to live as Children of God. All are welcome, just as you are! We welcome people of all races, ethnicities, and cultures, people of all sexual orientations, gender identities and expressions, and people of all ages, abilities, marital status, and social/economic status, and dedicate ourselves to racial and gender equity - respecting and embracing the uniqueness with which you are created. Whether you are an experienced churchgoer, or your faith journey is new, we invite you to join in our worship, fellowship, and ministries. Everyone who seeks God's love and grace have a place here.