



Bethesda Lutheran Church
Evangelical Lutheran Church in America
God's work. Our hands.

September 2021

Job Title: Parish Administrator
Immediate Opening

Bethesda Lutheran Church
305 St. Ronan Street
New Haven, CT 06511
www.bethesdanewhaven.org
(203) 787-2346 x204

REPORTING TO: Pastor Timothy Keyl

HOURS: Three weekdays: 20 hours/week, with flexibility for some remote work

SALARY: \$17/hour

ADMINISTRATOR: Supporting the ministry of an active congregation in New Haven, the administrator is at the center of operations for our facilities with multiple building users.

GENERAL DUTIES:

- Manage communications through weekly and periodic email publications
- Assist with social media postings
- With the office assistant, prepare publication of the weekly worship folder and inserts
- Coordinate building use for and schedule system accessibility for users
- Serve as receptionist and manage the phone system
- Set-up Zoom and in-person meetings
- Work with vendors, as needed
- Assist the financial team with billing
- Manage parking lot users and residents' use of premises
- Maintain and update church records, official documents, and files
- Order building and office supplies
- Greet visitors and members when using the church facility
- Distribute mail to staff and residents of the building
- Compile monthly and annual reports from staff and ministry teams
- Prepare the annual Congregational and Statistical Report
- Work collaboratively with staff and congregational leaders

Skills desired: Microsoft Word, Excel, Publisher, online management systems, financial record-keeping, and Constant Contact email marketing.

Submit professional resume with three recommendations to pastor@bethesdanewhaven.org