



**Seeking creative, collaborative, organized, person to  
join our team for flexible hybrid position in church office.**

The **Office & Communications Administrator** at Immanuel Lutheran Congregation serves as an integral part of a small and mighty team. Primary responsibilities include serving as a point of contact for a small congregation that empowers lay ministry; providing basic administrative support; and managing communications on behalf of the congregation, church staff and leadership team, including partnering with the Pastor and the Music Director to produce weekly bulletins and congregation emails. This is a flexible, hybrid position, working 20 hours per week with negotiable benefits including 10 days of vacation per year.

Immanuel Lutheran Congregation (ELCA) is a Reconciling in Christ congregation who strives to be anti-racist, knowing it is a journey and not a destination. We share our building with Immanuel Community Services, which has a food bank, hygiene center, recovery shelter and community lunch.

Attributes key to this role include: creativity, organization, ability to work as part of a team and also be a self-starter, compassionate ear, self-regulation

Familiarity with standard communication tools, Google Workspace, Microsoft Office, MailChimp, Canva, and Zoom, along with comfort with social media is desired. Experience with church-specific tools such as our database (PowerChurch) and worship tools (Sundays and Seasons, [Onelicense.net](https://www.onelicense.net), etc.), is helpful but not necessary – we can train. Managing building operations and on-call response for facility needs makes close proximity to the church (in South Lake Union) helpful.

Reports to: Pastor

Works closely with: Pastor, Music Director, Council and other lay leaders, congregation members, partner nonprofit in the building (Immanuel Community Services)

Hours: 20 hours a week

Pay: Negotiable based on skills, \$25 - \$30/hour with negotiable benefits including 10 days of vacation per year

How to apply: Submit your resume to [hire@immanuelseattle.org](mailto:hire@immanuelseattle.org).