

Church Office & Ministry Administrator

Position Summary

Messiah Lutheran Church of Wauconda welcomes folks of all kinds wherever they are on life's journey, inviting them to discover God's grace- and change the world with His love.

We are seeking a highly organized, initiative-taking Church Office & Ministry Administrator to oversee daily office operations and provide administrative support for our staff and ministries. This key role coordinates schedules and events, manages church communications and technology, supports basic financial processes, and helps create a welcoming, well-run environment for members and guests.

This is a 32 hours/week position with health and other benefits.

Responsibilities

- Manage daily office operations and provide administrative support to church staff and ministries.
- Administer Planning Center/Church Center, Google Workspace, calendars, databases, and other office systems.
- Maintain the church website, social media accounts, weekly bulletins, and other communications.
- Coordinate meetings, ministry events, facility use, and community activities.
- Assist with bookkeeping, and budget reporting using QuickBooks or similar software.
- Prepare reports, correspondence, spreadsheets, presentations, and ministry materials.
- Maintain accurate organizational records.
- Handle financial, personnel, and congregational information with discretion and confidentiality.
- Assist with staff project management and follow through.
- Help maintain a warm, responsive, and welcoming church office.
- Ensure office efficiency by organizing procedures, overseeing correspondence, filing, and administrative systems, and overseeing supplies and equipment.
- Oversee day-to-day office operations as point of contact, and keep management informed regularly.
- Maintain office equipment for uninterrupted function, identify needs and acquire supplies. Monitor office supplies and ordering.
- Assist with facility vendors, including cleaning and IT supplies.
- Assist with all space infrastructure planning.

Required Skills and Qualifications

- Two or more years of experience in office administration
- Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability

- Proficiency with office applications, and aptitude for learning new software and systems.
- Effective communication (listening, oral and written) skills.
- Experience in church, nonprofit, or professional office administration.
- Experience with QuickBooks, church software, bookkeeping, budgeting, or comparable financial software.
- Familiarity with website management and social media platforms.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills and the ability to prioritize competing responsibilities.

Join our team and use your administrative gifts to strengthen a growing ministry, support meaningful community engagement, and help people feel welcomed and connected.

To apply, please send resume and cover to mary.bart@messiah-wauconda.org and cc: hr@messiah-wauconda.org