

Office Administrator & Publications Coordinator

Position Description
Mount Olive Lutheran Church
3045 Chicago Avenue South
Minneapolis, MN 55407

Mount Olive is seeking a qualified individual to serve as Office Administrator & Publications Coordinator. This position reports directly to the Pastor and works closely with the other four staff members to manage the operations of the congregation. The Office Administrator & Publications Coordinator is responsible for the printed and digital works of the congregation, working in collaboration with staff and members to design and develop service folders, mailings, and social media content. Serving as the primary contact throughout the week, this individual warmly welcomes visitors and supports the work of the church in connecting with members and neighbors. They are also responsible for office management, ensuring the smooth operations of the office across all of its ministry areas.

Duties

- Office Management & Reception
 - Greet and welcome visitors to the church
 - Manage office activities, including answering phones, monitoring e-mail, maintaining office supplies, and updating the church calendar
 - Manage building activities, including room scheduling, building security schedules, and access cards
 - Serve as the primary contact for our managed IT service provider
- Publications
 - Design and publish worship folders for all services
 - Design and publish other printed communications for members and the general public
- Communications
 - Serve as the primary social media coordinator for all of Mount Olive's social media profiles

- Member Management
 - Maintain membership information, including directory updates and official pastoral acts
 - Distribute information to church volunteers
 - Support the work of the Vestry (elected Church Council)
- Financial Records, Bookkeeping, & Compliance Reporting
 - Maintain records of contributions in coordination with Treasurer, Bookkeeper, and Director of Shared Ministry
 - Ensure all relevant reports for compliance are filed with the appropriate parties, including copyright permissions, synod report, tax exemption information, and annual Secretary of State submissions

Skills & Abilities

- Extensive experience with publication software, including Microsoft Office and Adobe Suite. Experience with Sundays and Seasons is a plus.
- Strong proficiency with technology, including Google Workspace
- Experience with database software such as Shepherd's Staff
- Strong interpersonal and communication skills to interact with staff, members, and visitors
- Strong multitasking and problem solving skills
- Excellent attention to detail
- Familiarity or experience with religious institutions is a plus
- Conversational skills (spoken) in Spanish is a plus

Qualifications

- Bachelors degree in a relevant field or equivalent experience
- 5 to 10 years of experience in office administration, publications, and/or communications

Compensation & Benefits

This is a full-time, salaried exempt position, with daytime working hours Mondays through Fridays. The salary range for this position is \$41,000 to \$55,000 annually—actual pay will be determined based on the successful candidate’s experience. Mount Olive Lutheran Church offers a comprehensive benefits package, including health, dental, and vision insurance; paid time off; retirement benefits; and 12 weeks parental leave at 100% salary.

Mount Olive Lutheran Church is a socially progressive parish that celebrates traditional liturgy. We expect to meet God in our worship, in our Midtown Minneapolis neighborhood, and in our love and service to those around us. All are welcome.

Application Process

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

To apply, please submit and application at this link: <https://forms.gle/um9Px84qUeouqCFj6>

A resume is required, and a cover letter is strongly encouraged.

Applications will be accepted until April 30th, 2026. Candidates selected for interviews will be contacted to discuss next steps.