

Job Posting

Job Title: Administrator/Communications Manager

Location: St. Luke Presbyterian Church, Minnetonka, MN

Employment Type: Full-Time, 4 weeks PTO, Medical Benefits Stipend

Company Overview:

St. Luke is a progressive congregation of the Presbyterian Church (U.S.A.), welcoming all, including LGBTQ+ individuals. We envision and work toward a community where everyone thrives in peace and abundance.

Role Summary:

The Administrator/Communications Manager is the main office presence, managing non-pastoral staff and liaising with vendors and community groups. Ideal candidates are independent, multi-tasking problem solvers who prioritize accuracy and meet deadlines.

Benefits:

- 4 weeks PTO
- Flexible schedule for caregivers
- Medical benefits stipend
- 403(b) plan

Requirements:

- **Communications:** Excellence required in both speaking, reading, and writing in English.
- **Physical:** Lift up to 40 lbs; sit at a computer for up to 6 hours; navigate stairs.
- **Interpersonal:** Frontline greeting and professional interactions; maintain confidentiality.
- **Technical Skills:** Proficiency in PC, Microsoft Office, Google Workspace, website management, graphic design software, and social media. Openness to learning new software is essential.

Preferred Skills:

Experience with online calendar management, live streaming, video editing, HVAC controls, and CRM and/or church management software.

Application Process:

Interested candidates should send a resume and introduction letter to Pastor Zach Wilson, Head of staff, at zach@stluke.mn. Applications are accepted on a rolling basis until the position is filled. Get your application to us ASAP.