

Office Coordinator and Ministry Assistant for Augustana Lutheran Church Houston

Augustana Lutheran Church is situated near downtown Houston, Texas, in the Third Ward, not far from the theatre district, the Medical Center, The Heights and Montrose Districts. It is a congregation of the Evangelical Lutheran Church in America.

Augustana has an immediate opening for an Office Coordinator and Ministry Assistant to help staff and congregation as they enter their unique transition into redevelopment of ministry and purpose.

This position supports the ministry of the church by coordinating and managing church resources, facilitating communication between ministry leaders and congregation and community; maintaining an activities calendar with appropriate contacts and relevant information.

Job Type : This position is Part-time at 8 hours a week. The job does not require attendance at worship. This position is not gender restricted. Bilingual Spanish-speaking candidates are encouraged to apply. A background check is required.

Compensation : Compensation is paid as salary. No benefits are included at this time. Currently two days are set aside as in-office work days.

Principal Duties :

Office Coordinator

- Utilize excellent communication skills as appropriate in written and verbal forms.
- Be willing and able to learn how to use various software platforms utilized by our church.
- Manage the events calendar to ensure that facility events are not in conflict with ministry activities; that all are resourced as required; and that signups are prepared and distributed where, when, and/or to whom they must go.
- Ensure contractors, program leaders, and participants have appropriate access to the facilities.
- Exercise confidentiality and maintain a professional demeanor while conveying a warm and friendly tone.

Ministry Assistant

- Ensure ministry by staff and volunteers is conducted in compliance with congregational and ELCA polices, including background checks, approved procedures, and required training.
- Provide support in scheduling volunteers in coordination with ministry team needs.
- Work with program leaders to develop ideas/recommendations for office support and coordination.

Supervision : This position is supervised by and reports to the pastor who is head of staff.

For more information about this position, contact Pastor Ele Clay:

pastorele.clay@gmail.com

(713) 522-8142 or (346) 531-8393