



St. Paul
Lutheran
Community
of Faith
1600 GRANT STREET
Denver, CO 80203



Office Administrator

St. Paul Lutheran and House for All Sinners and Saints Lutheran Churches are seeking an Office Administrator to support the pastors and to coordinate functions of the two congregations, as defined by the Congregation Council. This is a part-time position of approximately 30 hours per week.

What We Need from You:

- Provide hospitality as the main contact of the church office for all visitors and members of the congregation.
- Communication and publishing skills; document distribution, some data entry, procure office supplies, and other clerical tasks.
- Coordinate tasks with the Pastors, A/V team, vendors on the property.
- Coordinate the church calendars and building use with Cantor and Pastors.
- Identify and coordinate with Property Team any maintenance and repairs needed.
- Background check required prior to hiring.

Success Factors:

- Exceptional interpersonal and customer service skills; fluent Spanish is a plus
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail

Education and Experience:

- Customer service experience and liturgical knowledge strongly preferred
- Proficiency with E-mail, Microsoft Office 365 and Internet, Constant Contact and other email marketing platforms
- Minimum High School Diploma required

Salary: \$22 - \$30 per hour, commensurate with experience

Submit resume to office.support@stpauldenver.org