

Position: Church Administrator
Type: Part-time (20-24 hours/week)
Location: Edgewood, Washington
Open until filled.

The Mountain View Lutheran Church (MVLC) Administrator provides business and operational support to the church in the areas of Facilities, Human Resources, and general office administration. Central to this position is to foster relationships and enable an environment of collaboration and teamwork at every level.

Some of the work you will do:

Prioritizing faith and community, actively support the church's mission, vision, and ministries
Serve as facilities coordinator and ensure campus is compliant and in good working order
Administer rental agreements and foster relationships with outside organizations
Supervise the MVLC Custodian
Onboard new employees and partner with church's benefits/payroll administrators for changes
Negotiate contracts and make recommendations to church leadership

Qualifications

Experience working with campus facilities including buildings, grounds, and supporting systems
Experience with negotiating and executing maintenance and/or tenant contracts
Familiarity with onboarding employees and employee benefit packages
Bachelor's degree or relevant work experience

Successful Applicants

Will add to a culture that values both collaboration and independence, creative thinking, maturity, and faithfulness. The Church Administrator will sometimes be the first point of contact on behalf of the church; self-awareness, trustworthiness, healthy boundaries and grace under pressure are essential. Appropriate confidentiality is a must as this position works with personnel information, finances, and member information. Leadership will look to this position to be calm under pressure and offer solutions when a facility emergency arises.

About us

Mountain View Lutheran Church is an active community of disciples of Jesus Christ located in Edgewood, Washington celebrating 117 years of ministry in 2021. We are a congregation of the Evangelical Lutheran Church in America. The church campus includes the sanctuary, education building, new administration building, historic chapel, the Mountain View Community Center, and the Edgewood Food Bank.