**Ministry Coordinator**

**Denny Park Lutheran Church**

**766 John Street**

**Seattle, WA 98109**

Denny Park Lutheran Church (DPLC) is seeking a part-time Ministry Coordinator to oversee daily operations of the church office, provide communication and administrative support to the pastor and church staff, and serve as the primary point person for members and visitors.

Located in rapidly changing downtown Seattle, DPLC’s historic building hosts several congregations, recovery groups, and neighborhood organizations. As we anticipate our space serving as a hub for current and future renters, we are looking for a savvy communicator to foster good working relationships between DPLC and our wider community. The Ministry Coordinator is often the first contact many will have with our church, so a positive, welcoming, and helpful attitude is imperative.

The ideal candidate is a follower of Jesus Christ and will help advance our mission: **“Gather to worship and fellowship; Grow in the knowledge and love of Christ; Go…serve, love, and impact the world.” Familiarity with Lutheran worship and music is a plus. The Ministry Coordinator will report directly to the church pastor.**

**Primary responsibilities include:**

***Representing Denny Park Lutheran Church***

* Understands and performs the duties of this position in keeping with our Christian faith and the mission of the congregation
* Presents a professional, calm, and welcoming presence
* Serves as point of contact and provides customer service to callers and visitors, including groups who rent church space

***Coordinating communications***

* Produces and distributes church communications, including printed and electronic materials (weekly bulletins, emails, letters, and reports), ensuring accuracy and timeliness
* Maintains website and social media platforms
* In coordination with church pastor, develops and implements external communication strategy
* Supports communication processes to ensure timely responses to inquiries, including acting as liaison for pastor and church staff, answering questions and routing requests as necessary
* Fosters clear communication and facilitates smooth coordination with church staff and outside organizations

***Providing administrative support***

* Oversees congregation data, including records management and retention, in coordination with church treasurer
* Maintains an organized system of tracking, monitoring and prioritizing tasks
* Assists church staff with facilities management and requests
* Coordinates with church staff and property committee in monitoring preventative maintenance, maintaining property and equipment inventory list
* Provides general support and performs other duties as required and/or assigned

**Qualifications**

* Strong proficiency in Microsoft Office (Word primarily, plus Excel, Publisher and PowerPoint)
* Strong communication and interpersonal skills (listening, writing, and speaking)
* Working knowledge of managing communication projects and platforms
* Friendly and professional demeanor, and absolute discretion when dealing with confidential and sensitive matters
* Demonstrated judgment, tact and diplomacy in interfacing with church staff, members, visitors, and external organizations
* Demonstrated initiative and the ability to work independently
* Exceptional organizational skills and attention to detail
* Ability to prioritize and meet deadlines and work gracefully under pressure
* 2-3 years of related experience, preferably in a non-profit or church environment
* Some college or Associate’s Degree required; Bachelor’s Degree preferred

**Compensation**

DOE

**To Apply**

Please send your resume and cover letter to office@dennyparklutheran.org.