

Church Admin Job Posting:

Emmaus Lutheran Church (ELCA), a small and welcoming congregation in Falmouth, Maine, is seeking a part-time **Church Administrator** to help manage the day-to-day operations of our church office and support our ministry of hospitality, worship, and outreach.

Responsibilities include (but are not limited to):

- Preparing weekly worship bulletins and other printed materials
- Managing email communications and digital newsletters
- Answering phones and greeting visitors with warmth and professionalism
- Checking and organizing mail and messages
- Taking and preparing meeting minutes at monthly council meetings
- Maintaining church calendars and coordinating building use
- Coordinate ongoing building maintenance by service and tradespeople
- Supporting the pastor and church council with administrative needs
- Helping ensure the smooth daily functioning of the church office
- Maintaining church website and current database

Ideal candidates will:

- Be self-sufficient, reliable, and detail-oriented
- Be friendly and welcoming with excellent communication skills
- Have strong computer skills (Microsoft Office, Google Workspace, Constant Contact or similar), and social media knowledge
- Be honest, discreet, and able to maintain healthy professional boundaries
- Have good judgment, initiative, and a willingness to troubleshoot small challenges
- Appreciate the mission and values of a faith-based community

This position offers flexible daytime hours (TBD) in a supportive and positive environment.

To apply:

Please send a brief letter of interest and résumé to pastor.gail@emmausfalmouth.org. Applications will be reviewed as received until the position is filled.