



Office Administrator

Holy Trinity Lutheran Church in Mansfield, OH is seeking an Office Administrator to support the Pastor and manage the daily operations of the congregation. This is a part-time position requiring up to 25 hours per week with office hours expected Monday through Thursday. Interested candidates should review the job description, submit a letter of interest with resume and professional references, and submit an example of a publication you solely produced without the assistance of artificial intelligence. Send application materials to Pastor Kathy Pennington via email to pastorkathy@holytrinitymansfield.org or submit them to the church office at 525 W. Cook Road, Mansfield, OH 44907.

Purpose

The Church Office Administrator plays a vital role in managing the daily operations of the church. This position ensures that the church functions smoothly and effectively supports its mission to be and to make disciples of Jesus Christ.

Responsibilities

- Office Administration
 - Manage general church communications
 - Maintain calendars
 - Organize and maintain church records
 - Assist with basic financial processes
 - Maintain confidentiality
- Ministry and Event Support
 - Prepare and distribute weekly, monthly, and annual church publications in coordination with the Pastor and Executive Council
 - Prepare certificates and related documents for special celebrations and services
 - Work with ministry leaders in making purchases and assisting with background checks
 - Attend meetings as requested by the pastor
- Facilities Management
 - Coordinate building use, facility access, and operational needs
 - Oversee inventory, supplies, and office equipment
 - Communicate with vendors for maintenance, inspections, and services

Qualifications

- Skills:
 - Servant-hearted and team-oriented approach
 - Strong organization and multitasking skills
 - Professional and clear communication
 - Detail-oriented and reliable
 - Proficiency with office software, hardware, and technology

- Ability to learn new software and apps
- Ability to enlist, train and supervise office volunteer help as needed
- Experience: five (5) years or more of administrative experience, preferably in a church or nonprofit setting, is preferred.
- Education: associates degree in business or office administration or equivalent is preferred minimum.

Accountability

The Office Administrator serves under the supervision of the Pastor and Executive Council. All staff are supported by the Staff Support Committee.

Compensation

Compensation is negotiable; commensurate with experience and the compensation for similar positions in other churches in our area.

Benefits

1. Vacation (all vacation is “paid vacation”)
 - a. No vacation during the first year of employment
 - b. Two (2) weeks from two (2) to (5) years
 - c. Three (3) weeks from six (6) to ten (10) years
 - d. Four (4) weeks after ten (10) years of employment
2. The church office will be closed on the following paid holidays, unless an urgent church matter, such as a funeral, requires the office administrator’s presence. Holidays include: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve, Christmas Day, the day following Christmas Day, and New Year’s Eve. When a holiday falls on a non-workday (Saturday or Sunday), the holiday will be observed on Monday if the holiday falls on Sunday, or Friday if the holiday falls on Saturday.
3. Sick leave with pay shall not exceed two typical work weeks annually
4. No vacation or sick leave shall be accrued
5. Bereavement pay of three (3) days will be given on scheduled working days in the event of the death of an immediate family member (spouse, child(ren), father, mother, brother, sister, and grandparent). One bereavement day will be given for extended family.
6. For documentation purposes, all employees of Holy Trinity Lutheran Church are required to file a *REQUEST FOR LEAVE FORM* to be approved by the Pastor.
7. Reimbursement for Continuing Education (tuition, fees and reasonable expenses) may be approved by the Pastor.

Any employee wishing to terminate employment with Holy Trinity Lutheran Church should notify the Pastor, in writing, at least four (4) weeks prior to the effective date of resignation.