

Emmanuel Lutheran Church Office Administrator

Emmanuel Lutheran Church is an ELCA (Evangelical Lutheran Church in America) congregation located in Norwood, MA. The church offers a year-round calendar of worship and programs with an active congregation.

The Office Administrator has responsibility for the day-to-day activities of the church office. The primary responsibilities include managing the church records and database, supporting the worship and ministry life of the congregation, managing the office, welcoming all who come to or contact the church with a warm and respectful demeanor, and generally assisting the Pastor. The Office Administrator reports directly to the Pastor and works with the Minister of Music, Treasurer, Financial Secretary, and various ministry teams as needed.

Candidates should be able to work independently, have good written and verbal communication skills, be well organized, be adept at using Microsoft Office Suite, and be willing to learn to use additional software as required. 3 to 5 years of office administration or relevant experience preferred.

This is a part-time position working 20 hours per week on site, Tuesday-Friday. The hourly wage is \$25.00. Part time benefits are paid holidays, vacation, and sick time. There is no requirement for a successful candidate to be or become a member of the congregation. A background check is required. Applications will be accepted until the position is filled. The successful candidate will begin work on March 3, 2026.

To apply for this position, please submit your cover letter and resume to: <https://www.emmanuelnorwood.org/office-administrator-application/>.