

Job Title: Office and Campus Administrator

About this Role

The Church Office and Campus Administrator is the voice and face of Calvary to our community, guests, volunteers, and members and presents a welcoming and friendly presence to all. The Administrator helps coordinate the use of campus resources for both the congregation and external organizations. The Administrator supports communication with the congregation through regular communications such as a weekly e-newsletter and the Sunday service bulletin. Communication with community organizations such as the Chamber of Commerce, neighbor churches and business are also regular activities that support our mission to be welcoming to all. A successful administrator has excellent administrative skills, is organized but flexible, is a capable receptionist and secretary, and supports the mission and ministry of our congregation.

This role reports directly to the Senior Pastor and works closely with church leadership throughout the year.

Hours: ~30 hrs/week

Compensation: commensurate with experience and aligned skills.

Benefits: holidays, vacation and sick leave.

Requirements: An Associates degree or at least 3 years experience as an office administrator.

About this Faith Community

Calvary Lutheran Church is a healthy and engaged congregation in beautiful Solana Beach, California. Calvary has strong connections with area congregations and service agencies, actively serves the community through connections to local non-profit agencies, and is passionate about addressing food insecurity both locally and in broader San Diego. We are an intentional Christian community that helps connect faith to life, promotes and instills discipleship as we worship, learn and serve, and seek an Administrator that will help lead each of these aspects of living out our faith.

To Apply

If you have the necessary skills and a desire to support our congregation's mission, you can apply by emailing your resume and a short cover letter to calvarylutheranjobs@gmail.com.