

Ministry Coordinator

POSITION DESCRIPTION

The Ministry Coordinator serves the Trinity community by providing support to the school, ministry groups, communications, and office staff to enhance hospitality, efficiency, information flow, and operational effectiveness. The Ministry Coordinator reports to the Office and Facility Manager and is a part-time position with room for growth within Trinity.

ESSENTIAL FUNCTIONS

Church Ministry Support

- Provide a point of contact for people becoming involved in ministry at Trinity (eg: New Members, Confirmation, Weddings, Funerals, Baptisms, etc).
- Maintain the Trinity Member Database (“Planning Center”).
- Provide a point of contact for volunteer-led ministries (eg: LWML, Ruth Guild, Servant Life, etc).
- Provide weekly mailings for homebound members.

Administrative Tasks

- Back-up the Receptionist with core functions (phones, doors, e-mails) when needed.
- Be the second back-up to the School Nurse.
- Schedule, manage, and train office volunteers.
- Other Church and School Communications Support (delegated by the Operations Director).
- During the summer months, responsibilities and hours adjust to absorb the Receptionist role.

School Support (as needed)

- Provide tours and enrollment information to prospective school families.
- Manage school records and new enrollment.
- Provide an annual new student orientation.
- Provide a point of contact for school fundraisers (eg: the DC Trip).
- Prepare, manage, and oversee Back to School Conference Events (Aug.) and Early Childhood Open House (Jan.)
- **Other responsibilities as designated by the Operations Director.**

QUALIFICATIONS

- Proficient in Microsoft Office Suite, Google drive, and other office software.
- Strong organizational, time-management, and multitasking skills.
- Excellent verbal and written communication skills.
- Friendly, approachable demeanor with a customer service-oriented attitude.
- Ability to maintain confidentiality and handle sensitive information with discretion.



SCHEDULE

- 30 hrs/week (Typically M-F 10 am-4 pm, Office is open 8 am-4 pm)
- Work days include non-school days, snow days, and breaks (holidays off are listed in handbook)
- Summer hours may decrease

ADA COMPLIANCE

- The role requires the ability to perform essential job functions with or without reasonable accommodation in accordance with ADA regulations.
- Physical Demands: lifting up to 20 lbs, sitting for an extended period of time.
- Work Environment: The work environment is office based, and the company will provide reasonable accommodations as needed to ensure equal opportunities for individuals with disabilities.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Trinity Lutheran Church and School is an Equal Opportunity Employer. We are committed to providing a workplace that is inclusive and accessible for individuals with disabilities, in full compliance with ADA standards. If you require reasonable accommodations during the application or employment process, please contact horth@trinitywaconia.org.