



Church & School Administrative Coordinator

Trinity Lutheran Church & School | Waconia, MN

Status: Part-Time (Non-Exempt), 15 - 25 hrs./week

Schedule: Flexible shift structure within core office hours (Monday – Friday, 8:00 AM – 4:00 PM). Specific workdays/hours will be finalized during hiring to ensure complete office coverage across the two-person job-share team.

Pay Range: \$20-25/hour

Position Purpose

The Administrative Coordinator serves the Trinity community by providing vital administrative, operational, and relational support across our church, school, and communications departments. Grounded in Trinity's mission to make disciples of Jesus Christ in our homes, church, community, and world, this role enhances hospitality, operational efficiency, and clear information flow. Working under the direction of the Office and Facility Manager and collaborating closely with the Communications Coordinator and School Principal, the Administrative Coordinator gets things done while acting as a key relational hub for families, ministry groups, and school enrollment, ensuring everyday administrative functions run smoothly with warmth and excellence.

Key Responsibilities

1. Office Operations & Teamwork

- **Job Share Partnership & Continuity:** Work collaboratively with a job-share counterpart to maintain continuous 8:00 AM – 4:00 PM office coverage. Maintain daily operational logs and clear shift handoffs to ensure seamless execution of communications, family inquiries, and administrative workflows. Coordinate directly with your job-share partner for vacation/absence coverage when needed.
- **Front Desk Presence:** Maintain daily on-site presence to keep the office open, welcoming, and operational during business hours.
- **Reception & Coverage:** Handle phone/visitor hospitality, serve as back-up School Nurse, and absorb primary receptionist duties on non-school days and during summer.

2. Communications Execution & Channel Management

- **Mass Communication & Emails:** Draft, format, and schedule mass emails and newsletters using provided content and templates.
- **Digital & Print Channels:** Input provided announcements and routine content into the weekly bulletin, Church Center App, and website.
- **Print & Distribution:** Oversee physical printing, assembling, and distribution of various school print materials, weekly bulletins, and church mailings.
- **Communications Coordination:** Partner daily with the Communications Coordinator to receive approved messaging and publish on schedule.

3. Admissions, Enrollment, & Event Support

- **Admissions Workflow:** Partner with the School Principal to guide prospective families through admissions and enrollment—handling inquiries, forms, and student records.
- **Event Support:** Provide administrative support in preparation for major school events and serve as a warm, welcoming face during the events.

4. Ministry Connection & Database Management

- **Ministry Contact:** Serve as a warm contact for individuals connecting with church ministries (General Inquiries, Weddings, Funerals, Baptisms).
- **Database & Record Management:** Maintain complete, accurate, and up-to-date digital records in Planning Center as well as physical printed files and archives.
- **Seasonal & Special Service Support:** Assist with administrative logistics, material preparation, and order coordination for special services and holiday traditions (e.g., Christmas candles, Easter lilies, funerals, and memorial services).
- **Group & Member Care:** Assist volunteer-led groups (e.g., LWML, Ruth Guild, Bible Studies) as needed and send weekly materials to homebound members.

Required Skills & Qualifications

Professional Qualifications

- **Execution & Detail:** Strong organizational and execution skills to process and publish provided information accurately.
- **Database & Record Keeping:** Experience managing digital databases and organizing structured physical filing/record systems for church and school operations preferred.
- **Technical Savvy:** Proficient with email tools (Mailchimp), website CMS platforms, Church Center App, and Microsoft Office/Google Workspace.
- **Relational:** Excellent communication skills with a heart for engaging lobby guests in warm, gospel-centered conversations.

Personal & Physical Qualifications

- **Devoted Christian Role Model:** An active follower of Christ who models Christian maturity and grace.
- **Hospitality & Discretion:** Warm, customer-service mindset with strict confidentiality regarding student and family records.
- **Physical Capability:** Ability to sit for extended periods, perform standard office tasks, and lift up to 20 lbs.

Equal Opportunity Employer Statement

Trinity Lutheran Church & 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 Katie Dickison at katie.dickison@trinitywaconia.org.