

Communications & Community Coordinator

St. Matthew's Lutheran Church

1700 Edmonds Ave. NE + Renton, WA 98056

PT (30 hours a week) Monday - Thursday and Sundays

\$ 23-30 an hour based on experience

Competitive paid time off, sick time and holidays

Medical insurance and retirement benefits (75% employer-contribution)

About St. Matthew's Lutheran Church

St. Matthew's is a passionate, imperfect community of Christ nestled in the Renton Highlands. *We boldly affirm people of all cultures, ages, abilities, stories, experiences, skin tones, sexual orientations, gender identities, and gender expressions, and we trust in the radical, impartial love of God. When our differences are used to divide or hurt us, we are committed to reconciliation and healing so that justice, equity, grace, and inclusion remain our way of life.* See St. Matthew's website for more information.

Position Summary

This role is the connective tissue of St. Matthew's, the welcoming face and communications hub that keeps people, space, and information flowing together in service of the church's mission. Operating with significant autonomy, the Coordinator is the primary point of contact for staff, volunteers, congregants, partners, and the broader community, and leads the church's communications, volunteer coordination, and day-to-day operations.

Communications & Community Engagement

- Serve as a welcoming first point of contact for staff, volunteers, congregants, partners, and the public, managing phone calls, emails, mail, and front-door interactions, and directing people to the right staff, ministries, or resources.
- Produce and distribute weekly email newsletters and mid-week prayers
- Maintain the church's social media presence and work with other volunteers to keep the website and bulletin boards (Facebook, Instagram), including creating and curating content.
- Produce weekly Sunday bulletins, announcements, in-house flyers/posters, and the Annual Report.
- Help tell the story of how St. Matthew's embodies care for the neighborhood and inclusive love for all people.

Volunteer Coordination

- Partner with staff and ministry leaders to identify volunteer roles and develop position descriptions.
- Recruit, screen, onboard, train, and coordinate volunteers; schedule office coverage as needed.
- Build positive, appreciative relationships with volunteers through clear, ongoing communication.
- Continually find meaningful ways for volunteers to use their gifts in the service of the church's ministries.

Operations & Office Management

- Own day-to-day church operations, including building calendar/use, keys, door codes, and alarm systems.
- Serve as liaison to onsite partners and nonprofit renters (e.g., Kinderling, Sustainable Renton, AA groups, Feeding Feasible Feasts), ensuring smooth transitions between space users.
- Maintain an organized, welcoming office: mail, supplies, equipment, and vendor coordination.
- Manage databases, records, and password systems to ensure accurate, secure record-keeping.

- Develop and refine systems, policies, and protocols that improve operational efficiency in line with the church's mission and values.

Administrative, Financial & Justice Work Support

- Provide administrative support to staff and ministry teams, (ordering supplies, paperwork, background checks, systems).
- Support the bookkeeper, Finance Team, Treasurer, and Financial Secretary; prepare reports and documentation as requested.
- Support justice-focused ministries (e.g., Afterschool Program, Community Meal, Summer Lunch), including scheduling, coordination, and tracking of grant funds and reimbursements.

Weekly Rhythm

- Maintain consistent office hours per the posted schedule, with flexibility for operational needs.
- Participate in weekly staff meetings to share updates and coordinate priorities.
- Maintain regular Sunday presence as part of community engagement.

Minimum Qualifications

- 3–5 years of administrative experience, preferably nonprofit or faith-based, with demonstrated independent management of systems or operations alongside staff, volunteers, and community partners.
- Associate's degree or equivalent in business administration, nonprofit management, communications or related field desirable; budget management/fiscal agent experience a plus.
- Strong initiative, attention to detail, and problem-solving skills, with excellent written and verbal communication.
- Proven compassion, sensitivity, and inclusivity toward all guests and community members, including those from marginalized communities and unhoused neighbors.
- Collaborative, adaptable mindset and comfort learning new technology; proficiency in Google Workspace and Google Calendar required.
- Ability to complete St. Matthew's Lutheran Church training and pass a criminal background check.

Core Competencies

- Knowledge of and commitment to St. Matthew's core values and mission.
- Collaborative, team-oriented approach with respect for professional and personal boundaries.
- Open, timely communication and protection of confidential information.
- Commitment to the support and empowerment of volunteers.
- Passion for cultivating Christian community and connecting with the neighborhood.

Physical Demands & Work Environment

- Frequent talking, hearing, and close-vision focus; ability to lift/move up to 20 lbs.
- Flexible scheduling, including occasional non-standard hours. Reasonable accommodations available for individuals with disabilities.

Submit resume to admin-tech@stmatthewsrenton.org by June 30, 2026