

Church Operations and Community Coordinator for St. Matthew's Lutheran Church

Job Title:	Church Operations & Community Coordinator	Job Category:	Administration
Employer	St. Matthew's Lutheran Church	Training Required:	St. Matthew's Training (provided)
Location:	1700 Edmonds Ave. NE Renton, WA 98056	Position Type:	Part-time (approximately 30 hours/week),
Compensation:	<i>\$23- \$ 30/hour, based on experience; monthly benefits included.</i>	Position Schedule:	Monday - Thursday onsite, Approximately 10 am - 4 pm; Sundays 8-2 pm onsite. <i>Schedule may vary occasionally to support operational needs</i>
Reports to:	Church Pastors	Travel Required:	No

Applications Accepted By:	
Email: resume to admin-tech@stmatthewsrenton.org	
Deadline to submit resume, June 15, 2026	

Job Description
<p>About St. Matthew's Lutheran Church</p> <p>St. Matthew's Lutheran Church is nestled in the heart of the Renton Highlands. St. Matthew's is a passionate, imperfect community of Christ. We BOLDLY affirm people of all cultures, ages, abilities, stories, and experiences, skin tones, sexual orientations, gender identities, and gender expressions. We trust in the ridiculous love of God that shows no partiality. When our unique identities are used to divide or hurt us, we are committed to reconciliation and healing so that justice, racial equity, grace, and inclusion continue to be our way of life. – Please see St. Matthew's Website for more information.</p> <p>Position Summary</p> <p>The Church Operations & Community Coordinator is the connective tissue of St. Matthew's—ensuring that people, space, systems, and communication work together in service of the church's mission. This role requires a proactive, collaborative, and highly organized individual who sees what needs to be done and takes initiative to do it, bringing a spirit of service, care, and love for others.</p> <p>Reporting to the Pastors, this role operates with significant autonomy and serves as a primary point of contact for a diverse range of individuals, including staff, volunteers, congregants, partners, and the broader community. This position works collaboratively with the leadership team to establish and maintain infrastructure, policies, procedures, and systems that support strategic initiatives and community goals. This role blends operational stewardship, communications, and business acumen with a relational presence and is essential to the smooth functioning of St. Matthew's Lutheran Church.</p>

Principal Duties and Responsibilities

Operations Stewardship

- Own the day-to-day operations of the church in coordination with staff, community partners and volunteers.
- Manage keys, door codes, alarms, and building access.
- Oversee the church and building calendar and building use.
- Cultivate positive relationships and serve as a liaison to non-profit renters, church congregations, and onsite partners, including: Kindering, Sustainable Renton, AA Groups, Feeding Feasible Feasts, etc.
- Monitor building use and ensure smooth transitions between users, so spaces are adequately prepared.
- Develop systems to refine and improve operational efficiency/effectiveness, advancing our mission, vision, and initiatives.
- Work closely with church leadership to develop and maintain procedural policies and protocols for staff and volunteers that align with our mission and values.

Office & Systems Management

- Maintain an organized, functional, and welcoming office environment.
- Manage office operations, including incoming and outgoing mail, general church email, inventory and purchasing of office, kitchen, and worship supplies.
- Order paper, toner, and printing supplies and oversee office equipment maintenance.
- Manage database, records, lists, and passwords in Constant Contact, Realm, & other systems.
- Ensure accurate data entry and that all records are maintained in a safe and secure manner.
- Maintain institutional documentation and systems that support the church's ongoing work.

Administrative & Financial Support

- Provide administrative support to staff and ministry teams to advance program and ministry outcomes.
- In cooperation with the bookkeeper, support the financial systems of St. Matthew's Lutheran Church.
- Support the work of the Finance Team, Treasurer, and Financial Secretary.
- Prepare reports and documentation as requested in coordination with the bookkeeper and leadership.
- Support the Mutual Ministry Team with administrative tasks, paperwork, background checks, and systems as needed.

Welcome, Communications & Community Interface

- Serve as a primary point of contact and welcoming presence for staff, volunteers, congregants, partners, and community members.
- Manage incoming phone calls, emails, referrals, mail, and front-door interactions, directing people to appropriate staff, ministries, or resources.
- Produce and distribute the weekly email newsletters and mid-week prayers through Constant Contact.
- Ensure that all events and church information are up to date on the church website.
- Support and maintain the church's social media presence, including creating and curating content for platforms such as Facebook and Instagram.
- Help share the story of how St. Matthew's is embodying neighborly love and strengthening the kinship of community with and through God's love.
- Create and oversee the creation of the Annual Report.

Volunteer Coordination & Support

- In collaboration with staff and ministry leaders, identify volunteer roles and support the creation of volunteer position descriptions.

- Support and maintain recruitment, screening, onboarding, training, oversight, and coordination of volunteers as needed.
- Cultivate positive, appreciative relationships and clear communication with volunteers.
- Support volunteer teams that provide essential operational and ministry support across the church.
- Schedule office coverage when out of the building
- Continually find and build meaningful ways for volunteers to serve and use their gifts.

Justice Work Support

- Provide administrative and logistical support for St. Matthew's justice-focused initiatives, ministries such as Afterschool Program, Community Meal, Summer Lunch, etc.
- Track grant funds, reimbursements, and reporting related to justice and community initiatives.
- Support communications, scheduling, and coordination for justice-focused teams and activities.

Weekly Rhythm

- Maintain consistent office hours aligned with the posted schedule, with occasional flexibility to support operational needs.
- Meet weekly with the Pastors to share updates, coordinate priorities, and address operational matters.
- Participate in weekly staff meetings and provide administrative and operational updates as needed.
- Support the preparation and flow of weekly administrative items related to facilities, partners, volunteers, finance, shelter coordination, and personnel matters.
- Regular Sunday presence is expected as part of community engagement, with flexibility for scheduling needs.
- Oversee the production of in-house publications (flyers and posters) for St. Matthew's.
- Oversee the production of weekly Sunday Bulletins, announcements & all communications.

Minimum Experience and Qualifications:

- 3-5 years of administrative experience, preferably in a nonprofit or faith-based setting, with demonstrated responsibility for independently managing systems or operations while working collaboratively with staff, volunteers, and community partners.
- An associate's degree in business administration, nonprofit management, or related field is desirable.
- Budget management and fiscal agent experience is desirable.
- Demonstrated ability to take initiative, showing a willingness to take responsibility and get things done.
- Strong attention to detail with proven ability to achieve thoroughness and accuracy.
- Excellent written and verbal communication skills.
- Ability to identify problems and resolve them with efficiency, flexibility, and creativity.
- Enthusiasm for being part of a growing community and serving others with love and compassion.
- Proven ability to extend compassion, sensitivity, and inclusivity to guests and community members, especially people from marginalized communities, including unhoused neighbors.
- Ability to establish and maintain effective relationships and communication with staff, volunteers, and community members.
- A collaborative and adaptable mindset, with a willingness to embrace change and innovation.
- Comfort with technology and learning new software; proficiency in Google Workspace (Docs, Sheets, Slides, Forms, etc.) and Google Calendar required. Ability to complete St. Matthew's Lutheran Church Training.

Core Competencies:

St. Matthew's Lutheran Church

All employees of St. Matthew's Lutheran Church are required to be able to work effectively with church staff, lay leaders, community members, and the general public. Each employee is expected to demonstrate the following core competencies and values:

- Know and uphold the CORE VALUES/ PRACTICES of St. Matthew's.
- Working with others toward one common goal.
- Commitment to support and empowerment of volunteers.
- Adaptability to changing roles and job challenges – strive for excellence.
- Open and timely communication.
- Understanding and respect of professional and personal boundaries.
- Respect for, and inclusiveness of, all individuals, consistent with our mission statement.
- Protection of confidential information.
- Passionate about God's call to cultivate Christian community and connect to the neighborhood.

Physical Demands / Work Environment:

- The employee frequently is required to talk and hear.
- The employee must frequently lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- Position requires flexibility in scheduling, including odd hours.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily within the physical parameters and work environment described above. The requirements listed herein are representative of the knowledge, skill, and/or ability required and of the general working conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Certificates, Licenses and Registrations:

- This position requires a criminal background check.
- This position requires St. Matthew's Training (provided by St. Matthew's).

<i>Reviewed By:</i>		<i>Date:</i>	
<i>Approved By:</i>		<i>Date:</i>	
<i>Last Updated By:</i>		<i>Date/Time:</i>	