Now Hiring: Part-Time Office Administrator

Lutheran Church of the Redeemer | Savannah, Georgia

Lutheran Church of the Redeemer is seeking a welcoming, organized, and dependable Office Administrator to support our congregation and the community organizations that share our facilities. This position is ideal for someone seeking meaningful part-time work with consistent daytime hours.

Position at a Glance

Start: January 2027

Hours: 12 hours weekly; 9:00 a.m.–1:00 p.m., three weekdays

Schedule: Friday required; Thursday strongly preferred

Pay: $18–$23 per hour, depending on qualifications and experience

Benefits: No employer-provided benefits other than workers' compensation coverage as applicable by law

What You'll Do

- Prepare weekly worship bulletins and distribute church communications.
- Welcome visitors, respond to calls and messages, and support the Pastor and church leadership.
- Maintain membership and attendance records using Breeze Church Management software.
- Manage church and facility calendars, including scheduling with community groups.
- Coordinate office supplies, authorized church credit-card purchases, and the routing of financial paperwork.
- Distribute the monthly newsletter and work with a separate communications coordinator who manages e-news, newsletter production, website content, and Facebook.

What We're Looking For

Applicants should have at least two years of office administration experience, a high school diploma or equivalent, strong communication and organizational skills, proficiency with Microsoft Office, and the ability to handle confidential information appropriately. Experience with church or nonprofit administration, databases, and publication formatting is a plus. Church membership is not required.

How to Apply

Please send a résumé and brief statement of interest to:
Lutheran Church of the Redeemer
51 Wilmington Island Rd.
Savannah, GA 31410.

Or email to: Admin@redeemersav.org

Application deadline: November 30, 2026.

Redeemer welcomes qualified applicants and follows applicable employment laws and church policies.