



## **Business Administrator**

Diamond Lake Lutheran Church – 5760 Portland Ave. S, Minneapolis, MN 55417

Reports to: Pastor

Status: Full Time (regular weekday/daytime hours)

FLSA: Exempt

Effective: January 2025

### **Job Summary**

The Business Administrator is responsible for providing a wide range of administrative services to the congregation, staff, and pastor, and is a vital communication hub. This position requires someone highly organized who has demonstrated excellence in both interpersonal communications and executive function, and who can exercise discretion, initiative, time-management.

#### **Essential Duties:**

- Build and maintain relationships with the congregation and community.
- Maintain and keep updated the congregational database (Breeze).
- Maintain the congregational calendar and assist with scheduling meetings, renting church equipment and facilities, and upholding church policies for facility use.
- Manage office communications (phone & e-mail).
- Manage financial bookkeeping in partnership with the volunteer treasurer and finance committee.
- Oversee HR/personnel forms, policies, and record-keeping.
- Maintain office equipment, supplies, and records.
- Handle incoming and outgoing mail deliveries.

#### **Other Responsibilities:**

- Participate in weekly staff meetings.
- Provide a presence of welcome and hospitality to those making use of the church building.
- Serve as backup very infrequently to the Director of Communications for formatting and printing bulletins, and crafting printed and e-mailed announcements.

#### **Minimum Qualifications:**

- 2 years of education beyond a high school diploma or equivalent; B.A. or education/training in office administration is a plus.
- Proven experience in an administrative role, preferably in a church or nonprofit setting.
- Excellent communication and interpersonal skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), Quickbooks, and web-based communication, experience with WordPress or website editing with Elementor a plus.
- Ability to maintain confidentiality and handle sensitive information with discretion.

## Physical Requirements:

- Able to move freely in and out of office space and throughout the church building.
- Able to lift up to 25 pounds on an infrequent basis.
- Manual dexterity.

## Core Competencies:

- **Attention to detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values times and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- **Written Communication:** Can write clearly and succinctly; employs correct grammar and punctuation; clearly delivers message in a tone appropriate to the context.
- **Verbal Communication:** Can deliver a message clearly and articulately; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct honest and transparent communication, keeps confidence, admits mistakes, doesn't operate with hidden agendas, responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with others; works well with people at all levels of the congregation; builds appropriate rapport; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Hospitality/Accessibility:** Communicates a sense of availability, warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.
- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding; is able and willing to supply answers and resources when concerns arise.

## About Diamond Lake Lutheran Church

Diamond Lake Lutheran is a vibrant, progressive, multigenerational congregation of the ELCA (Evangelical Lutheran Church in America) located in the Diamond Lake neighborhood of south Minneapolis. The congregation is one focused on justice and joy, in relationship and connection to the wider community. Learn more at [www.dllc.org](http://www.dllc.org).

## Compensation Details

- Annual salary of \$65,000
- Medical benefits through Portico Benefits
- Paid vacation and sick time

Interested parties should submit a resume and letter of interest to Pastor Andrea Roske-Metcalfe at [andrea.roske-metcalfe@dllc.org](mailto:andrea.roske-metcalfe@dllc.org). Resumes will be received and interviews conducted on a rolling basis until the position is filled.