Lead Pastor's Assistant
Our Savior Lutheran Church | Tacoma, WA | Part time, 21 to 24 hours per week | Hourly, non-exempt

Our Savior Lutheran Church is seeking for an organized, warm and discreet Lead Pastor's Assistant to support Pastor Tim Bayer and help the Office of the Lead Pastor run smoothly week to week.

What you'll do

- Manage the Lead Pastor's calendar, appointments, phone and email, directing requests to the right staff member.
- Prepare and publish weekly communications: assist with the Friday eNews (MailChimp), prepare the Sunday blog and email, sermon notes (for print with Canva and online sermon notes), and Life Group questions.
- Coordinate communion servers, supplies and elder communications in Planning Center Services.
- Support the Ministry Staff on behalf of the Lead Pastor in their Annual Rhythm Planning, coordination, and communication.
- Support the pastoral office across our pastors in administering pastoral acts, including baptisms, weddings and marriage licenses, and memorials and funerals.
- Support the Board of Directors in its administrative functions, including notetaking, communication, and archiving.
- Prepare agendas and notes for staff, Elder and leadership meetings.
- Track the Lead Pastor's expenses and budget in Expensify, and place supply orders.
- Keep Planning Center People records accurate and handle confidential information with care.

What we're looking for

- 3+ years of administrative or executive assistant experience, ideally in a church or nonprofit
- Strong skills in Microsoft 365, plus comfort learning Planning Center, MailChimp, Canva, our sermon notes app, and our website editor.
- Openness to working alongside AI tools that handle routine scheduling and drafting.
- Excellent attention to detail, proofreading and follow through.
- A mature Christian faith and appreciation for Lutheran worship and practice.
- Proven discretion with confidential matters.

Compensation and benefits
$24.50 to $30.39 per hour, depending on experience. This position includes an employer contribution to a retirement plan and personalized paid time off.

To apply, email a resume and cover letter to Nora Gass, Senior Director of Operations and Finance, at nora@oslc.com. Background check required.