

Office & Volunteer Coordinator
First Lutheran Church
Detroit Lakes, MN

Drafted June 2025; Revised August 2026

Position Description

Position Title:	Office and Volunteer Coordinator
Status:	NON-EXEMPT – Full Time (32 Hours a Week)
Hourly Range:	\$19 - \$21 per hour
Benefits:	ICHRA (healthcare reimbursement), PTO and paid holidays, paid parental leave, group life, long term disability, 401k w/ match ¹ , and other as defined by Employee Handbook
Reports to:	Lead Pastor

Primary Objective: Provide general administrative support to church operations by managing front office reception, maintaining parish records, processing mail, preparing communications and mailings, and supporting volunteer recruitment and coordination for events and ministries.

GENERAL EXPECTATIONS AND RESPONSIBILITIES:

- Serve as the primary receptionist for office phone calls and walk-in guests; respond professionally and warmly.
- Greet and assist congregation members, visitors, and vendors in a courteous and welcoming manner.
- Maintain and organize office calendar.
- Coordinate spatial use of our building by in-house ministries and outside groups
- Open, sort, and distribute incoming mail; assist with outgoing mail and email communications.
- Assist with and assemble mass mailings (newsletters, invitations, etc.).
- Assist other staff in maintaining orderly filing systems, both digital and paper, including parish records and correspondence.
- Provide general administrative support to pastors and staff, including printing, organizing, and document preparation.
- Assist with identifying, recruiting, and coordinating volunteers for church events and ministry roles (e.g., worship assistants, hospitality, etc.).
- Support the logistical coordination of events, including volunteer signups and materials.

¹ Eligibility after one year of employment.

- Code and enter payables for processing.
- Review check batches for accuracy and mail checks.
- Review offering count sheets for accuracy.
- Maintain a high level of confidentiality.
- Participate in weekly staff meetings and ministry planning as needed.
- Enact the mission of FLC in support of the pastors, staff, and congregation.
- Other duties as assigned.

QUALIFICATIONS:

- Administrative Skills – Strong organizational skills with the ability to manage multiple tasks, maintain accurate records, and handle office operations efficiently.
- Communication Skills – Excellent verbal and written communication skills; able to interact professionally and compassionately with staff, congregation, and visitors.
- Interpersonal Skills – Friendly and welcoming demeanor; able to work collaboratively with a diverse range of individuals and groups.
- Confidentiality – Proven ability to handle sensitive information with discretion.
- Technological Proficiency – Comfortable using Microsoft Office (Word, Excel, Publisher), Google Workspace, and general office technology including phones, copiers, and email systems.
- Volunteer Engagement – Ability to encourage, recruit, and organize volunteers effectively for events and ministry activities.
- Detail-Oriented – Meticulous with tasks such as mail processing, data entry, and document preparation.
- Self-Motivated – Demonstrates initiative and reliability in daily tasks with minimal supervision.

SCHEDULE)

- Monday: 8:30 AM – 2:30 PM
- Tuesday – Thursday: 8:30 AM – 4:00 PM
- Friday: 8:30 AM – 12:00 PM

**Office-hour consistency is critical, but FLC does pride itself on being a flexible work environment.*

OFFICE LOCATION

- First Lutheran Church, Detroit Lakes, MN