CNH DISTRICT
CALIFORNIA NEVADA HAWAII
LUTHERAN CHURCH MISSOURI SYNOD

District Services Coordinator

Position Summary

Provides administrative and operational support in five areas: 1) commissioned ministers; 2) school and youth programs; 3) facilities, equipment, and supplies; 4) hospitality; and 5) District communications. Works collaboratively with District staff to support effective ministry operations.

Reporting Relationship

Reports to the Operations Executive and coordinates school and youth administrative support with the Education Executive.

Primary Responsibilities

Schools and Youth Programs

- Provide administrative support to school ministry and youth committees as requested by the Education Executive.
- Maintain contact lists, email accounts, and District event calendar information for these ministries.
- Assist with planning, registration, and logistics for school and youth meetings, conferences, trainings, and retreats.

Facilities, Equipment, and Supplies

- Maintain a clean, organized, and welcoming District office.
- Coordinate servicing and maintenance of copiers, printers, and other office equipment.
- Monitor and replenish kitchen, restroom, and office supplies.
- Coordinate with service providers for repairs, upgrades, and replacements; maintain service schedules and records.

Hospitality and Office Reception

- Serve as the primary District Office receptionist, welcoming visitors, answering calls, monitoring the District's general email inbox, and sorting and distributing mail and packages.
- Coordinate meeting room reservations, equipment needs, and office access for after-hours events.
- Support District events and meetings in collaboration with the District President's Administrative Assistant and other staff.

Meetings and Events

- Support planning, preparation, coordination, and follow-up for the New Pastors' Welcome, TIM Retreat, Circuit Visitors meetings, Board of Directors meetings, District Conventions, Pastors' Conference, MAP West Coast, Pastors' Wives Retreat, and other meetings as needed.
- Coordinate schedules, agendas, materials, notes, communications, and event logistics in collaboration with other District staff.

Communications

- Assist with communications planning and scheduling.
- Edit articles, letters, emails, presentations, and other District communications materials.
- Identify communications needs for programs, initiatives, and special events.
- Develop public relations and marketing materials and produce video content as needed and within assigned capabilities.
- Prepare and distribute District mailings as needed.

Collaborative Staff Support

- Participate in the administrative staff work pool to support events and projects as coordinated by the Operations Executive.
- Perform other related duties as assigned.

Qualifications and Skills

- A Christian with a passion for service in Christian ministries.
- Strong organizational skills, accuracy, and attention to detail.
- Effective written, verbal, and interpersonal communication skills.
- Ability to prioritize responsibilities, meet deadlines, and work both independently and collaboratively.
- Professional discretion and commitment to confidentiality.
- A professional, service-oriented approach to District staff, ministry workers, congregations, schools, and visitors.
- Proficiency with database management, document creation, email, calendars, and office technology (including Outlook, Word, Excel, FileMaker Pro, Zoom, and Google applications).
- Familiarity with social media platforms and digital communications.
- Experience working in an office setting; college education preferred.

Salary and Benefits

- Type: Full-Time (40 hours/week)
- Compensation: $27-$30 per hour, commensurate with experience and qualifications.
- Benefits: Health insurance, retirement plan, paid holidays, vacation, and sick leave

Application Instructions

Resumes should be sent to joel@cnh-lcms.org.