



**Our Savior's**  
LUTHERAN CHURCH

1207 Prairie Ave SW, Faribault, MN 55021

# Now Hiring: Office Coordinator

Join a welcoming, mission-focused team where your gifts for organization, hospitality, and care will make a meaningful difference every day.

We are looking for an organized, personable, and dependable **Office Coordinator** to help create a warm, efficient, and welcoming environment for staff, volunteers, members, and visitors. In this role, you will support daily office operations, communication, scheduling, and administrative functions while helping the ministry and mission of the church thrive. This is an excellent opportunity for someone who enjoys serving others, building strong relationships, and keeping important details running smoothly behind the scenes.

## Why You'll Love This Opportunity

- **Position:** Office Coordinator
- **Pay Range:** \$22–\$26 per hour, depending on experience
- **Schedule:** Full-time, 40 hours per week, generally Monday through Friday. Onsite/in person.
- **Benefits:** Employee's health insurance premium is covered by Employer & Employer pays into retirement. Other benefits include:
  - Medical insurance premium is fully covered for employees!
  - Vacation, sick and holiday pay.
  - Dental insurance, short term disability and retirement plan.
- **Impact:** Play an important role in creating a welcoming and well-organized environment that supports the life and mission of the congregation

## How You'll Make a Difference

- Be a welcoming first point of contact for visitors, members, and callers
- Coordinate office operations, supplies, records, and communications with care and attention to detail
- Support scheduling, events, volunteer coordination, and administrative projects
- Assist with financial and facilities-related administrative tasks
- Work closely with staff and leadership to help daily operations and ministry efforts run smoothly and effectively

## What You'll Bring

- Experience in an administrative or office support role
- Strong organizational, communication, and customer service skills
- The ability to maintain confidentiality and thoughtfully manage multiple priorities
- Comfort using Microsoft Office, email, and other office systems
- A collaborative, dependable, and service-oriented approach

## How to Apply

If this opportunity sounds like a good fit for you, we would love to hear from you. To learn more or apply, please send your resume and cover letter to **Jill Ellingson** at [jill@yourlss.com](mailto:jill@yourlss.com).