

Position: Church Administrator, Austin Mustard Seed  
Category: Part-time position ~5-7 hours/week (\$15/hour)

**Position Description:** Austin Mustard Seed is currently looking for a part-time administrator to support the staff through the management of liturgy coordination, communications, event planning, and other administrative duties.

### **General Responsibilities**

#### **Sunday Liturgy Coordination:** (~4 hrs)

Provide key administrative leadership in the preparation, management, and organization of weekly liturgy. Recruit and schedule volunteers for liturgy roles. Be present at liturgy to help with setup, run logistics during liturgy, and oversee tear down. Ensure supplies for Eucharist and coffee are stocked. Prepare House Church supply kits every other week (eucharist supplies, print liturgies, kidurgy kits).

#### **Event Planning:** (~1-3 hrs, as needed)

Help organize and plan events such as: Easter picnic, Christmas Eve liturgy (cookies & cocoa), parties and social gatherings, Halloween event, 5th Sunday in Ramsey Park.

#### **Additional administrative tasks:** (~2 hrs)

Support donation processing and recording with the Stewardship Team, keep track of online payments and update as needed, coordinate Meal Trains for pastoral care, update database, upload sermon podcast. Manage social media accounts with weekly updates and website as needed.

**Qualifications:**

- Must be a believer and follower of Jesus, and demonstrate integrity, grace, and commitment to the Austin Mustard Seed community.
- Must have an understanding of the core ethos and values of AMS.
- Strong interpersonal, communication, management, organizational, and problem-solving skills required.
- Must be a self-starter who takes initiative.
- Previous experience in an administrator type role is a plus.

To apply, please submit a letter of interest and resume to [info@austinmustardseed.org](mailto:info@austinmustardseed.org)

*These duties are flexible and can be negotiated depending on the skill set and availability of the applicant. This role has the possibility to grow and evolve with our community.*