

ST. JAMES LUTHERAN CHURCH, VERONA, WI

DIRECTOR OF PARISH ADMINISTRATION

General Description:

The Director of Parish Administration reports to the Senior Pastor and is a vital team member of the St. James staff. The Director is responsible for supervising and facilitating the day-to-day administrative operations of the congregation, conducting their work in line with the mission, vision, and values of St. James. Prior experience in non-profit/church administration preferred. Compensation is commensurate with education, experience, and abilities. This is a full-time, salaried position with a degree of flexibility in the work schedule. Applicants can send a resume to Pastor Peter Narum at pnarum@stjamesverona.org. Click [here](#) to view a complete position description.

Qualifications:

- A minimum two-year associate degree is required; completion of a bachelor's degree is preferred. A background check will be conducted upon offer.
- Proficiency in Microsoft Windows/Office (Word, Outlook, and Excel) is required, with experience in a Microsoft Network environment preferable; experience in WordPerfect and accounting software is desired.
- The candidate will exhibit a high degree of personal maturity, integrity, discretion, confidentiality, and good judgment. Understanding of the Christian faith, and the ELCA/Lutheran perspective, is appreciated.
- Initiative and the ability to work independently is critical; a collaborative management style is necessary.
- Strong verbal and written communication skills and strong organizational skills are essential.

Other areas of responsibility:

- Information Management
- Financial
- Human Resources
- Communication
- Facility Management