



Prince of Peace Lutheran Church  
13801 Fairview Drive • Burnsville MN. 55337  
popmn.org

## **JOB DESCRIPTION**

### **Administrative Assistant**

**Reports to: Pastor, Spiritual Care**  
**week**

**Status: Part time – 10-15 hours per**

**Who We Are:** Prince of Peace Lutheran Church (POP), is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages.

### **Job Summary**

We are seeking a compassionate, detail-oriented part time **Administrative Assistant** to support the day-to-day operations for our Spiritual Care Ministry. This role is essential in helping our staff and volunteer teams serve our congregation with care, presence, and excellence. If you love working behind the scenes to help people feel seen and supported, this role might be the perfect fit! M- F hours. 10-15 hours a week. Flexibility in schedule.

### **Essential Functions**

#### Grief Support Coordination

- Manage logistics for weekly grief support groups (sign-in sheets, room reservations, and attendance tracking).
- Support communication on behalf of pastoral staff (emails, sign-ups, and event coordination).
- Coordinate printed materials and guest speaker honoraria as needed.

#### Prayer Ministry Support

- Schedule and communicate with Sunday prayer ministers, sending reminders and updates.

#### Care Ministry Administration

- Maintain up-to-date records of care ministers and care recipients.
- Schedule meetings and support volunteer communications and reporting.
- Track care requests and assist in assigning or following up with volunteers.
- Serve as a liaison between care ministers and pastoral staff for special events or referrals.

#### On-Call & Crisis Response Coordination

- Maintain the on-call and weekend volunteer schedules in partnership with internal and external contacts.
  - Serve as staff backup for urgent care calls or volunteer coverage gaps.
  - Respond to internal notifications (e.g., deaths, funeral planning) in a timely and compassionate manner.
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### **Core Competencies**

- Strong organizational and time management skills
- Excellent written and verbal communication
- Proficiency in Microsoft Office (especially Excel) and online tools like Sign Up Genius.
- Ability to handle sensitive situations with grace, confidentiality, and compassion
- Experience working in a ministry, church, or nonprofit environment is a plus

### **Qualifications:**

- Secondary education preferred
- 1+ years administration experience in church setting

Salary: \$20 - \$22/hour

Application: Send resume and cover letter to Lauren Rathke, HR Manager at [lrathke@popmn.org](mailto:lrathke@popmn.org)