

Church Office Administrator

St. John American Lutheran Church Sioux Falls, South Dakota

Are you organized, welcoming, and passionate about serving others? St. John American Lutheran Church is seeking a full-time Church Office Administrator to join our team!

Job Duties

- Be the friendly face and voice of our church office, greeting visitors and assisting members.
- Manage church records, membership data, and produce bulletins, newsletters, and reports.
- Support pastor and staff with a variety of administrative and clerical tasks.
- Assist with bookkeeping, financial, and payroll recordkeeping.
- Help coordinate church communications, mailings, and events.

Qualifications

- High school diploma required; associate degree or higher preferred.
- Office administration experience including accounting, bookkeeping, and being in office settings (church or nonprofit setting a plus).
- Proficiency with Microsoft Office (Word, Excel), email, internet, and Facebook; experience with church management software is a bonus.
- Basic knowledge of accounting principles.
- Excellent organizational and communication skills.
- Ability to maintain confidentiality and work independently.
- A heart for service and a welcoming attitude.

Position Details

Full-time, Exempt Position, Regular Office Hours; Competitive pay and benefits
Supportive, faith based work environment

To Apply

Email cover letter with resumé to kari@journeyofhopesd.org or mail application materials to the church at 1912 W. 13th St. Sioux Falls, SD 57104, attn: Kari Palmer.

Application materials will be received and considered until the position is filled. The start date for the position is **November 1, 2026**.

If you have any questions about this position or the application process, please call 605-351-4785 to speak with a member from Staff Support