

**FIRST LUTHERAN CHURCH OF RICHMOND BEACH (FLRB)**  
**18354 8<sup>th</sup> Ave NW**  
**Shoreline, WA 98177**

**JOB OPENING: Communications Specialist/Office Admin (Part Time)**

**Description:** FLRB is looking for someone who by the power of the Holy Spirit can provide Christian hospitality to all who come in contact with First Lutheran and can ensure smooth coordination of the office functions of the congregation. This person must also have a passion for marketing as they will serve to manage internal and external communications.

**Qualifications:**

- Committed to hospitality, presenting a welcoming and professional appearance and demeanor
- A high level of proficiency with computers and Office programs (particularly Word, Publisher, Word Press and social media platforms)
- Quick learner and able to quickly adopt new technologies
- Ability to multi-task, prioritize, effectively manage time and accept interruptions
- High level of accuracy and attention to detail
- Able to effectively communicate (receive, process and disseminate) through oral and written means
- Familiarity and ease of use with desktop publishing and graphics
- Ability to work with moderate supervision, confidential information and be a self-starter.
- Capable and willing to resolve unexpected problems and be flexible to perform unscheduled assignments.
- Proven ability to handle stress and work effectively to collaborate with a team
- Ability to consistently work hours required.
- Maintain positive and cooperative rapport with staff, congregation and public
- Able to sign statement of acknowledgement of FLRB personnel policies and procedures which includes acceptance of the mission, vision, values, ethics and conduct.

**Preferred Qualifications:**

- Marketing experience
- Web/digital experience

**Physical Demands:**

- Substantial movement of the wrists, hands, fingers
- Able to sit at a desk for long periods of time
- Able to lift, move, and carry up to 20 pounds on occasion

**Hours:**

This position is a part time position at 24 hours per week.

The schedule is somewhat flexible and can be 3 days or 4 days.

Salary range \$15-\$16/hour DOE. Benefits are negotiable and include retirement.

**To Apply:** Submit a resume and cover letter to [parishadmin@flrb.org](mailto:parishadmin@flrb.org)  
To inquire further please call FLRB at 206.546.4153.