



SHEPHERD OF THE LAKE LUTHERAN CHURCH
OPEN HEARTS. OPEN MINDS. OPEN TABLE.

CHILDREN, YOUTH, AND FAMILY ADMINISTRATIVE SPECIALIST

Part Time 20 Hours/Week

About Our Congregation

- Shepherd of the Lake Lutheran Church in Prior Lake, Minnesota is a vibrant faith community carrying out its mission statement in bold and welcoming ways: Open hearts. Open minds. Open table. We are a congregation of 2100 families with approximately 1000 children and youth from birth to 12th grade.
- Our community embraces innovation, tries new things, and supports relationship-building between kids and caring adults. We value the commitment to faith formation during the first 18 years of life, along with the importance of supporting parents and other caregivers in their crucial role of nurturing faith at home.
- The person hired for this position will provide strong administrative support for all Children, Youth, and family Ministries.

JOB RESPONSIBILITIES

- Manage Realm Database, CYF Rosters, and Registration Process
- Manage CYF Communications
- Assist in the Management of Confidential Background Check Process and Roster

KEY COMPETENCIES

- A strong belief in the values of SOLLIC: Open Hearts, Open Minds, Open Table
- Strong organizational and communication skills
- Fluent in Microsoft 365, Apple Mac & IOS, and social media platforms
- Energy & joy for children, students, and families
- Adaptability, flexibility, and creativity

Interested candidates should email a resume to John Holt at johnholt@sollc.org.