



## Faith+ Ministry and Outreach Coordinator

Description: Faith Lutheran Church in Shelton, Washington is looking for a creative, energetic, and positive person who can demonstrate hospitality, communicate vision, coordinate campus resources, engage with the community, and provide technical and office support.

Compensation: Total compensation up to \$51,000 annually (includes benefits).

Location: Faith Lutheran Church (ELCA)  
1212 Connection Street  
Shelton, WA 98584  
[www.faithshelton.org](http://www.faithshelton.org)

Reports to: Senior Pastor, Rev. Dr. Douglas Peterson

### General Overview:

1. Work in the Church Office to provide office, communication, data entry, and technical support for church staff and volunteers.
2. Help Faith and its partner agencies work together to provide positive social services in Shelton and Mason County, especially with Spanish-speaking, immigrant, and Indigenous populations.
3. Coordinate and schedule campus usage, making sure rooms and spaces are properly equipped and maintained.
4. Proactively engage the greater community through social media, monthly luncheons, resources fairs, etc.
5. Build relationships in the congregation and with the agencies and non-ELCA congregations that use the campus.

### Requirements:

- Demonstrates excellent communication and organizational skills.
- Passionate about hospitality, welcoming others, and serving the community.
- Physical ability to move and stack tables and chairs, perform basic housekeeping and office chores.
- Computer and social media savvy; willing to learn new things.
- Proficient in Spanish/bi-lingual
- Maintains healthy boundaries and confidentiality.

Send cover letter and resume via email to [doug@faithshelton.org](mailto:doug@faithshelton.org) by 12:00pm on Thursday, February 15, 2024.

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*Energized by God's amazing love, Faith is a welcoming community: growing closer to and more like Jesus; making Christ known; joyfully serving each other, our neighbors, and all God's creation.*

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