

Holy Spirit Lutheran Church – Open Position

~Holy Spirit Lutheran Church invites applications for the following position~



ADMINISTRATIVE and COMMUNICATIONS ASSISTANT

This position offers an opportunity to be part of a small and vibrant team of people that support the active, welcome-centred life of the Holy Spirit Lutheran Church (HSLC) congregation and community in Edmonton, AB. This role supports the administrative work of the church office, working with the team to provide consistent and professional administrative support across a variety of duties. One key facet of the role is to support communications, information, and events.

Formal reporting is to the HSLC Council, with informal daily reporting to the Office Administrator and the Rostered Minister, and regular liaising with various HSLC committees.

This is a permanent in-office 15 hours/week position with flexible scheduling during daytime office hours. Some activities may require occasional hours on evenings or weekends (within the 15 hours).

This position entails the following activities and duties:

- Participate in a team approach to overall office responsibilities, including weekly staff meetings and occasional back-up staffing for the Office Administrator;
- Contribute to an environment of hospitality, accessibility, and welcome for staff, renters, visitors, and congregation members;
- Provide general administrative supports, such as answering the phone and door, helping to order office and hospitality supplies, organizing materials, and setting up meetings, as needed;
- Coordinate various HSLC communications, including the website, social media (e.g., Facebook and Instagram), newsletters, and group email communications (MailChimp);
- Provide statistics on and monitor website and social media activity
- Support HSLC events and activities, for example through creating posters and slides;
- Know and adhere to the bylaws and governance of HSLC.

Skills:

- Strong interpersonal and professional skills
- A mindset of hospitality, affirmation and inclusion – including agreement with the [HSLC Welcome Statement](#)
- Experience and/or training in communications; evidence of at least one year of communications experience is considered an asset
- IT proficiency (MS Office, online meeting platforms, Canva, social media apps), and a willingness to learn new technologies
- Ability to complete work in a timely, consistent, and detail-oriented manner
- Ability to work independently and in teams
- Comprehensive understanding of confidentiality
- Supportive of the mission of HSLC and of the Evangelical Lutheran Church in Canada

Position Details:

- Edmonton-based and In-office
- Hourly wage of \$22 - \$24 per hour (depending on experience)
- Beginning as soon as possible

Interested applicants are asked to submit the following to church@holyspiritlutheran.ca by 4 pm on OCTOBER 20, 2026 with the subject line “Assistant Job Application”:

- A cover letter outlining your fit with, and preparation for, the position
- Resume

Holy Spirit Lutheran Church is located at 11223 – 51 Ave NW in Edmonton, AB. You are invited to find out more about Holy Spirit Lutheran Church at <https://www.holyspiritlutheran.ca/>

HSLC is committed to equality of opportunity, being fair and inclusive, and being a place where all belong. We encourage applications from individuals from under-represented groups.