

OFFICE MANAGER – Lord of Life Lutheran Church



POSITION OBJECTIVE

Lord of Life seeks a detail-oriented person with an emphasis on document/content creation and smooth operation of the facility to join our vibrant and collaborative team.

MINISTRY IMPACT

The Office Manager is the “face of the place” during the week, connecting people to staff, ministries, and opportunities in our expanding community.

DESIRED CHARACTERISTICS

Collaborative, Confidential, Professional, Welcoming, Detail-Oriented, Servant Heart, Love for Jesus

DUTIES & RESPONSIBILITIES

- o Create worship documents and monthly newsletters
- o Manage building calendar and space usage
- o Manage Prayer List, including Connect Cards
- o Create, edit, and curate weekly email - newsletter, blog and prayer chain
- o Update website content
- o Issue keycards, review security camera footage
- o Order supplies (cleaning, worship, program)
- o Provide routine updates and reporting from congregational database (names, addresses, faith milestones)
- o Communicate and welcome Preschool, outside groups (AA, Al-Anon, Scouts) and vendors/service providers
- o Manage email addresses for program leaders
- o Gather and share Attendance Reporting
- o Manage Phone system
- o Coordinate facility ‘rentals’ (recitals, external events, etc.)
- o Refresh Gathering Space materials (devotionals, newsletters, Connect Cards, offering envelopes)
- o Manage office volunteer needs and coordinate with volunteer leaders for projects and events

SKILLS AND TECHNOLOGIES

- o Desktop publishing
- o Microsoft Office
- o Google Drive
- o Basic database management and reporting

SHARE IN

- o Social media posting
- o Photographing church events
- o Creation of graphics, signage, bulletin boards
- o Creation of other documents as needed (ballots, certificates, devotionals, mailing labels)
- o Short and long-term planning, including event/seasonal recaps
- o Maintaining style guide and best practices for documents
- o Documenting programs for year-in-review

REPORTS TO Pastor Lowell Michelson

COMPENSATION To be determined

HOURS Hybrid position with some required office hours, totaling approximately 30 hours a week

Interested? Please contact Pastor Lowell at pastorlowell@lol-lutheran.com

updated Spring 2024