

Church Office Manager

Holy Shepherd Lutheran Church

Location: 920 Kipling St, Lakewood, CO 80215

Job details

Salary: \$45,000 - \$50,000 a year

Job Type: Full-time

Full Job Description

We are seeking an upbeat, friendly, detail-oriented office manager for our vital church in Lakewood, Colorado. Holy Shepherd Lutheran Church has been an active congregation for the past 70 years, committed to doing good things in the community.

Qualifications:

- High school graduate, or GED, or higher*
- Bookkeeping experience*

Responsibilities include but are not limited to:

- Oversee all administrative office functions*
- Schedule meetings and events*
- Administer the church database*
- Manage office supplies*
- Answer phone calls*
- Work collaboratively, cooperatively and professionally with other staff*
- Interact with the church community*
- Complete light bookkeeping*

A successful candidate will:

- Be personable and enthusiastic*
- Demonstrate excellent skills in communication and personal relationships*
- Have strong organizational skills with attention to detail*
- Demonstrate integrity in the workplace*
- Enjoy working with older people*
- Be willing to learn how to use Excel spreadsheets efficiently*

Spiritual foundation:

- *Commit to personal spiritual growth and a healthy lifestyle*
- *Consider this position a ministry and not just a job*

Salary: *We offer a competitive salary \$45,000-\$50,000/year plus benefits and an excellent working environment*

Hours: *8am-4pm Monday-Friday (Full-time)*

Job Type: Full-time

Pay: \$45,000.00 - \$50,000.00 per year

Schedule:

- *8 hour shift*

Ability to commute

- *Lakewood, CO 80215: Reliably commute or planning to relocate before starting work (Required)*

Work Location: One location