

## **CHURCH OFFICE MANAGER**

Faith Lutheran Church  
Lexington, KY  
Salary \$16-18 per hour  
Part-time

### **Job description:**

The Office Manager, officially titled Parish Administrator, is the information center of the church. Will assist Pastor and staff in all office functions, including answering phones and emails, creating and distributing multiple church publications, greeting visitors, managing databases. Successful candidate must show proficiency in desktop publishing via Microsoft Office products (especially Publisher) and Mail Chimp or other batch email service. Working hours are: M-TH 9:00 a.m. - 3 p.m., F 9:00 a.m. - noon, with some flexibility.

### **Responsibilities:**

- handle typical office functions, pleasantly greet visitors and callers by phone, conscientiously screen and disseminate information to proper persons.
- create, edit, record and publish the weekly worship bulletin and inserts, weekly and monthly newsletters, other church publications for electronic distribution and mailing.
- maintain church calendar for programs, meetings, and building use.
- update church website.
- maintain church and staff records in good, easily accessible, order.
- maintain church member information.
- maintain clean and orderly office environment.
- work effectively with church volunteers.

### **Applicant Skills and Qualifications:**

- minimum high school diploma and 3 years office experience.
- working knowledge of Microsoft Word, Outlook, Excel, and Publisher.
- ability to update website and social media.
- excellent interpersonal skills - sensitive, empathetic and discreet.
- excellent written and verbal communication.
- attention to detail.

Send cover letter and resumé to Diane Nicely, [dnicelydun77@gmail.com](mailto:dnicelydun77@gmail.com) by Monday, April 22, 2019.