**Office Manager Job Posting**

Faith Lutheran Church

8208 18th Ave NE

Seattle, WA 98115

206-523-9636

faithseattle.org

Faith Lutheran Church is a Christian church that worships the Lutheran tradition and is affiliated with the Evangelical Lutheran Church in America (ELCA).

**ABOUT THE POSITION**

Part-time **Office Manager** to serve the needs of the church office and congregation. The scope of responsibility includes day-to-day management of office operations, including church calendars, office communications (email, phone, social media postings, and in-person), office mail and shipping, coordination of all electronic and printed publications, building use, and church records.

Reporting to the Council and Pastor, the Office Manager works with staff and volunteers to ensure efficient office operations. Coordination and communication will be vital.

**ESSENTIAL FUNCTIONS / DUTIES:**

1. Office Operations

* Be responsible for the smooth and efficient operation of the church office.
* Maintain parish records and certain financial records. This includes maintaining an up-to-date church directory, tracking worship attendance for members and guests, and keeping up-to-date payments of building use records.
* Manage occasional payables and check writing.
* Manage, update (as needed), and maintain document file system and storage (digital and hard copies) for quick and easy access to and retrieval of records.
* Responsible for ordering office supplies.
* Maintain online church calendar and online worship volunteer schedules.
* Maintain and update the Office Operations Manual.

1. Communications

* Function as the initial point of contact and greeting whether in person, by phone, or electronically.
* Greet on-site visitors, cultivating an environment of hospitality while also maintaining security protocols, and coordinating appointments.
* Manage all mailings accurately and efficiently (electronic and postal).
* Coordinate production of all written church publications with the staff/council. Ensure thorough and accurate proofreading of all materials, as well as coordinating specific pastor/committee/Council approval (as appropriate) before release. Publications include weekly worship bulletins, weekly emails, the annual congregational report, the annual stewardship report, worship schedule and duties, and correspondence for church council and pastoral staff.
* Update website content and social media posting in coordination with staff.
* Proficient in office management and competency with the following computer programs: Microsoft Office, Google Suite, Servant Keeper, Simply Giving, Zoom, Wix, Sign-up Genius, Canva and other tools and platforms as needed.
* Manage shipping and receiving.

**QUALIFICATIONS**

* Preferred minimum two years of experience in office management. Experience with faith-based or other nonprofit organizations is desirable.
* Excellent organizational, supervisory, and customer service skills and the ability to work quickly and independently, to think clearly under pressure, problem-solve, and prioritize needs.
* A calm and friendly demeanor when dealing with the public and church members.
* Familiarity with and ability to quickly learn new and updated software applications.
* Ability to maintain high-quality service and execution standards, including proper professional attire when working with guests, church members, and staff.
* Strong work ethic and solution-focused attitude, receptive to constructive feedback and improving systems and setup on the fly.
* Cooperative team player.

**BASE WORK SCHEDULE**

*(These times/days can be adapted/adjusted and will be discussed and decided on upon hire)*

* Monday 9:00a -- 3:00p 6 hours
* Tuesday 9:00a -- 3:00p 6 hours
* Wednesday 9:00a -- 3:00p 6 hours
* Thursday 9:00a -- 3:00p 6 hours
* Friday Remote 3 hours (these hours can be added to other days if preferred)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: 25-30 Hours / Week

**COMPENSATION AND STRUCTURE**

* The hourly rate is $32/hour D.O.E. The position is non-exempt
* Paid sick, vacation, and safe time (PSST), per Washington State law and City of Seattle ordinance
* Meal and rest breaks in conjunction with Washington State Law
* Health care is offered as a benefit to part-time and full-time employees

**TO APPLY**

Application deadline is March 28, 2025. Please submit resumé and cover letter outlining specific qualifications and your interest in the Office Manager position for Faith Lutheran Church to [pastor@faithseattle.org](mailto:pastor@faithseattle.org)

*Data shows that women, LGBTQ+, and BIPOC candidates more frequently do not apply to a job because they don’t feel that they meet all of the qualifications listed. We strongly encourage applications from people with diverse backgrounds and lived experience, even if you have most but not all the qualifications listed above. If you feel enthusiastic about our efforts and believe that you have the skills to contribute to the vitality of our organization, we want to hear from you.*