Office Manager King of Glory Lutheran Church, Arvada CO

We are filling our part time Office Manager position (24 hours/week) to provide support for the church by organizing the office and keeping the people of KOG connected. The Office Manager should be able to assist staff and visitors to the church by handling office tasks, providing polite and professional assistance via phone, mail, email, weekly electronic newsletter and being a helpful and positive presence in the church. The Office Manager will maintain the church website and other communication platforms to maximize interaction with KOG people beyond Sunday morning to maintain energy and awareness about opportunities and events.

The Office Manager should be professional, polite, and attentive while also being accurate. They should be prepared and responsive, willing to meet each challenge directly. They should be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, the Office Manager should have a genuine desire to meet the needs of others. For more information please contact *kognews650@gmail.com* or 303-421-9930