

Employment Opportunity

Church Office Manager

Holy Shepherd Lutheran Church

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

**If interested, please email the church office at
office@holyshepherd.com**